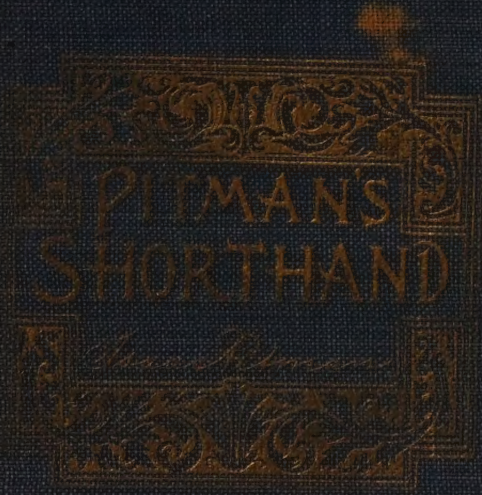
CENTENARY EDITION

COURSE IN ISAAC PITMAN SHORTHAND



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COURSE IN

Isaac Pitman Shorthand

Course in Isaac Pitman Shorthand

A Series of Lessons in

Isaac Pitman's System of Phonography

Isaac Pitman

Revised Edition

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COURSE IN
ISAAC PITMAN SHORTHAND

LESSON 1.

CONSONANTS AND SECOND-PLACE LONG VOWELS.

1. The student must remember that when he is writing shorthand he is to write strictly according to SOUND, leaving out all silent letters. In other words, the spelling in Isaac Pitman Shorthand is *phonetic*, the ordinary spelling being entirely disregarded, and the *sounds* of the words only being represented by the shorthand characters employed. The following examples will illustrate the method to be followed:

Calm would be spelt *k-ah-m*, and would be written

Tomb ,, ,, ,, *t-ō̄-m*, ,, ,, ,, ,,

Knee ,, ,, ,, *n-ē* ,, ,, ,, ,,

Door ,, ,, ,, *d-ō-r* ,, ,, ,, ,,

Mail ,, ,, ,, *m-ā-l* ,, ,, ,, ,,

Pole ,, ,, ,, *p-ō-l* ,, ,, ,, ,,

Pier ,, ,, ,, *p-ē-r* ,, ,, ,, ,,

Sew ,, ,, ,, *s-ō* ,, ,, ,, ,,

Meal ,, ,, ,, *m-ē-l* ,, ,, ,, ,,

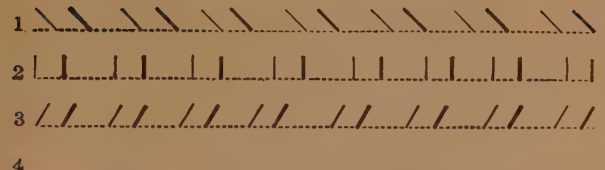
Name ,, ,, ,, *n-ā-m* ,, ,, ,, ,,

2. In order that the writer may spell phonetically, in accordance with the foregoing directions, he is provided with a sign for every sound in the language. The following eight signs represent the first eight consonants of the phonographic alphabet. The learner will notice that the signs are given in pairs, a light sign and a heavy one; and that the *light sign* represents a *light sound*, while the *heavy sign* represents a *heavy sound*. There is, therefore, a correspondence between the sounds heard and the signs used to represent them. He should copy the signs over and over again, until he knows them thoroughly, and can name and write them with ease. Facility in the use of the shorthand characters will come with practice. The *upright* and *slanting letters* are to be written *downward*, with the ends resting on the ruled line in the writer's note-book. The *horizontal letters* are to be written from *left to right*, and *resting on the line*, as in the examples which follow.

Letter.	*Character.*	*Name.*	*As in*
P		pee	r*o*pe, *p*ast, *p*ay
B		bee	r*o*be, *b*oast, *b*ay
T		tee	fa*t*e, *t*ip, oa*t*
D		dee	fa*d*e, *d*ip, o*d*e
CH		chay	et*ch*, *ch*est, *ch*oke
J		jay	e*dg*e, *j*est, *j*oke
K		kay	lee*k*, *K*ate, pic*k*
G		gay	lea*gu*e, *g*ate, pi*g*

Exercise 1.

Read, copy, and transcribe.

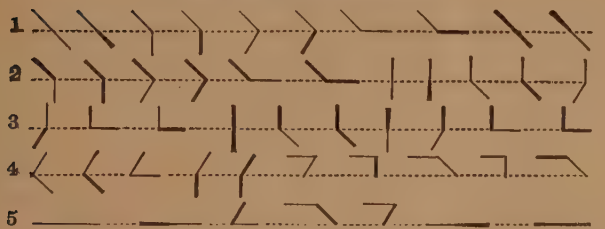


3. Outlines containing two or more consonants should be written without lifting the pen from the paper, a following stroke commencing where the preceding one ends; thus

p ch, bt, tp, dt, ch p, kg, kp, bg.

Exercise 2.

Read, copy, and transcribe.



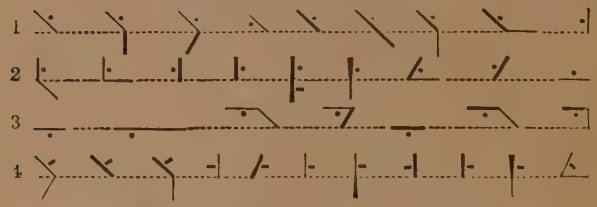
4. The long vowels *ā* and *ō*, as heard in the words *say* and *go*, are represented by a heavy dot and a short, heavy dash respectively. These vowels are called *second-place vowels*, because there are three places for vowels alongside of each consonant stroke, and these two vowels are put in the *middle* or *second* place; as *pay*, *gay*, *doe*, *Co.*

5. A vowel placed at the *left hand side* of an *upright* or *slanting* consonant, or *above* a *horizontal* consonant, is read *before* the consonant; thus *ape*, *oat*, *age*, *oak*.

6. A vowel placed at the *right hand side* of an *upright* or *slanting* consonant, or *below* a *horizontal* consonant, is read *after* the consonant; thus *bay*, *toe*, *jay*, *go*.

Exercise 3.

Read, copy, and transcribe.



7. The learner will observe that in all the words of the preceding exercise the *first downstroke* rests *on* the line; and that where a downstroke is preceded by a horizontal letter, the latter is written *above* the line, so that the downstroke may rest *on* the line. The position thus indicated is called the *second position*, and the words in the preceding exercise are written in this position because the vowel in each word is a *second-place* vowel. In succeeding exercises, wherever the vowel, or, if there be more than one vowel in the word, the *principal* or distinguishing vowel, is a *second-place* vowel, the outline must be written in the *second position*, as here explained.

8. In shorthand, a small cross (×) is used for a period; the sign ⟵ is employed to express a dash; and other punctuation marks are written as usual. Two

short lines drawn underneath an outline indicate an initial capital; as *Job Cope.*

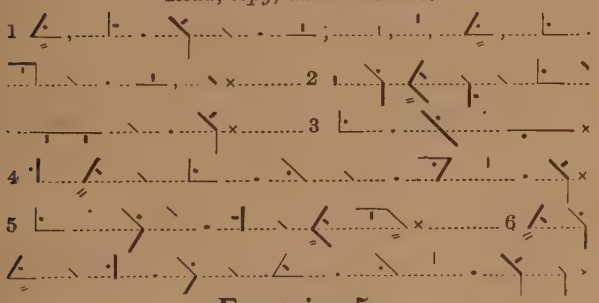
9. Words of frequent occurrence are expressed in shorthand by one of their letters. A *word* thus abbreviated is called a *grammalog*; the *letter* which is used to represent the whole word is called a *logogram*. The student should learn the grammalogs as thoroughly as possible, because a knowledge of them is necessary in fast writing. Throughout the exercises in this book the grammalogs and contractions are printed in *italic*.

GRAMMALOGS.

a or *an*, *the*, *all*, *too* or *two*, *of*, *to*, *owe* or *Oh!* *he*, *on*, *but*.

Exercise 4.

Read, copy, and transcribe.



Exercise 5.

Write in Shorthand.

1. Job Day, take *the* cape *to the* boat *to*-day.
2. *He* paid Joe Cope *to* take *the* boat.
3. Take *the* cocoa *to the* page *on the* boat.
4. Joe, *a* joke! Take *an* eight page ode *on* cake *to* Jake *to*-day.
5. Take *the* page *to the* oak.
6. *He* towed *the* boat *to the* oak *to*-day.

LESSON 2.

CONSONANTS AND FIRST-PLACE LONG VOWELS.

10. The next four pairs of consonants are *curves*, and they are written *downward*. They may be joined to each other, or to other consonants, in the same way as the straight letters are joined, a following consonant commencing where a preceding one ends.

Letter.	*Character.*	*Name.*	*As in*
F		ef	sa*f*e, *f*at, lea*f*
V		vee	sa*v*e, *v*at, lea*v*e
TH		*ith*	wrea*th*, *th*igh, ba*th*
TH		thee	wreaTHe, THy, baTHe
S		ess	ice, *s*igh, lace
Z		zee	ooze, *Z*ion, lazy
SH		ish	a*sh*, *sh*e, la*sh*
ZH		zhee	measure, treasure, usual

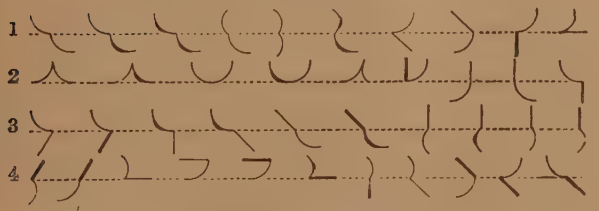
Exercise 6.

Read, copy, and transcribe.

11. The letter *sh* is always written *downward* when standing *alone*, that is, when it is not joined to another letter, as in the preceding exercise; but when it is joined to another letter it may be written *upward*, if the upward form is more convenient. As a rule, it will be found to be more conveniently written *upward* when it immediately precedes , , , or (*l*); and also when it immediately follows , , or In other cases, it will generally be better to write *sh downward*.

Exercise 7.

Read, copy, and transcribe.



12. The vowels *ah* and *aw*, as heard in the words *pa* and *paw*, are represented by a heavy dot and a short, heavy dash respectively, like the vowels explained in the

preceding lesson. The vowels *ah* and *aw*, however, are called *first-place* vowels, because they are put in the *first* vowel place, *i.e.*, at the *beginning* of a consonant; thus *pa*, *paw*, *caw*, *auk*.

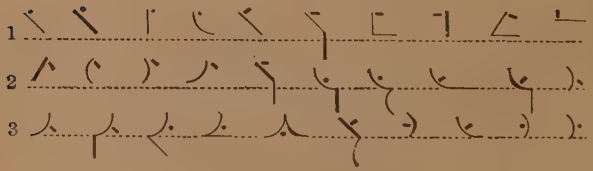
13. (*a*) The outline of any word containing a *first-place* vowel only, or in which the principal or distinguishing vowel is a *first-place* vowel, is written in the *first position, above* the line; thus *Shah*.

(*b*) When the word consists of a horizontal letter preceded or followed by an upright or slanting letter, the horizontal letter is raised, so as to allow the upright or slanting letter to occupy the first position; thus *talk*.

(*c*) If the word consists of more than one upright or slanting letter, it is the *first* of such letters which must occupy the first position. Note the following examples: *baa*, *caulk*, *cawed*, *bought*, *daub*.

Exercise 8.

Read, copy, and transcribe.

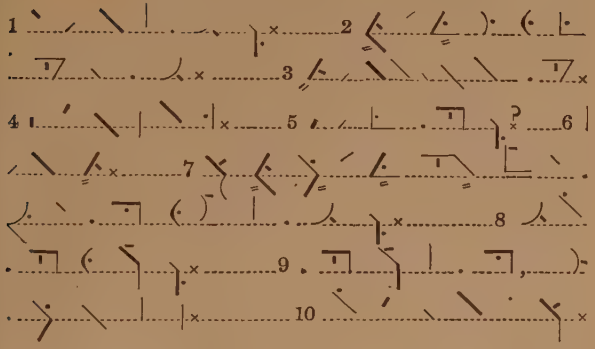


GRAMMALOGS.

awe or *ought*, *who*, (up) *and*, (up) *should*, *happy*, *up*, *put*, *by* or *buy*, be, *to be*, *at*, *it*, *out*

Exercise 9.

Read, copy, and transcribe.



Exercise 10.

Write in Shorthand.

1. Both Joe Cope *and* Jake Page showed *a* goat *at the* show *to*-day.
2. Job, take *the* boat *and put it up by the* gate.
3. *Who* bought *all the* cocoa *to*-day?
4. Pa paid *the* page *to*-day, so *he should be happy.*
5. *Who* saw *the* cape pa bought *at the* show?
6. *It ought to be put on the* coach.
7. They say Job Bate *put all the* folk *on the* boat *and* towed *it to the* bay.

LESSON 3.

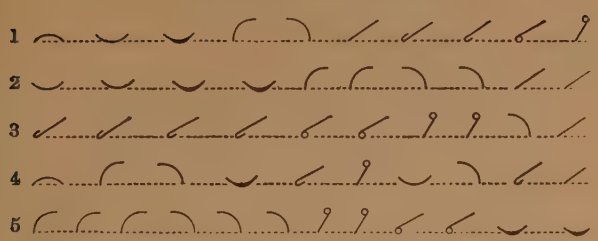
CONSONANTS AND THIRD-PLACE LONG VOWELS.

14. The remainder of the consonants are single strokes, not pairs, and they are all *light* signs except ⌣ (*ng*), which is heavy. The three *horizontal letters* ⌒, ⌣, ⌣, are written from *left to right;* ⌐, ⟋, ⟋, ⟋, and ⟋, are written *upward;* and ⌝ and ⌠ are written *downward.*

Letter.	*Character.*	*Name.*	*As in*
M	⌒	em	seem, met, chime
N	⌣	en	seen, net, China
NG	⌣	ing	long, sing, fang
L	⌐	el	tall, life, meal
R	⌝	ar	army, arose, bore
R	⟋	ray	rate, rogue, right
W	⟋	way	wade, aware, weep
Y	⟋	yay	Yale, yoke, yore
H	⟋	hay	hope, adhere, hurry
H	⌠	hay	high, hew, hook

Exercise 11.

Read, copy, and transcribe.



15. The consonants R and H are each provided with two forms, an upstroke and a downstroke. This is for convenience of joining to other consonants, and also for the purpose of *vowel indication* in fast writing. The rules governing the use of these forms will be fully explained in a later lesson, but, meanwhile, the following brief statement will be useful:

(*a*) Downward R is written before *m*, as *roam*, but, with this exception, when a word *begins* with the sound of R, or *ends* with R and a *sounded vowel*, the *upward* form is used; as *ray*, *rogue*, *Pharaoh*.

(*b*) When a word *begins* with a vowel followed by R, or *ends* with the sound of R, the *downward* form is used; as *air*, *ore*, *fare*.

(*c*) The *upward* form of H is used, *except* when H *stands alone* or is followed by or ; as *hay*, *hawk*, *Hague*.

16. The consonants of the last group are joined to one another, and to other consonants, in the manner already explained with regard to the letters previously treated.

Exercise 12.

Read, copy, and transcribe.

1

2

3

4

5

6

Exercise 13.

Write in Shorthand.

1. May they *all* take *a* share *at the* game?
2. Mail *the* bale *of* tape *to* Hague *and* Hay *to*-day.
3. Take *all the* coal *by* boat *to*-day.
4. *Put up a* loaf; *be out by* four; *and* take *the* coach *at the* gate.
5. Paul *and* Jake may *be at the* shore.
6. They *should all be out by* four.

17. The vowels *ē* and *o͞o*, as heard in the words *keep* and *cool*, are expressed, like the vowels already explained, by a heavy dot and a short heavy dash respectively. They are called *third-place* vowels, because they are written in the third vowel place, *i.e.*, at the *end* of a consonant; thus *tea, loo, fee, eke.*

18. (*a*) The outline of any word in which the vowel, or the principal or distinguishing vowel, is a *third-place* vowel, must be written in the *third position*, *through* the line; and when the outline of the word consists of an upright or slanting letter immediately preceded or followed by a horizontal letter, the latter is *lowered*, so

that the upright or slanting letter may be written through the line; thus *keep*, *keyed*, *move*, *cool*, *peach*, *teach*, *eve*, *rue*.

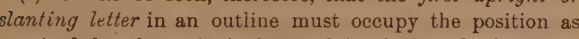
(*b*) It will be seen, therefore, that the *first upright or slanting letter* in an outline must occupy the position as required by the principal vowel in the word, the other letters being raised or lowered accordingly.

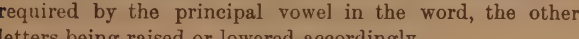
(*c*) There is, however, *no third position* for words whose outlines consist of horizontal letters only. When the vowel or principal vowel in such words is a *third-place* vowel, the outline is written in the second position, *on the line;* thus *meek*.

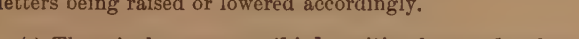
19. When a *third-place* vowel occurs *between two strokes,* it is written *before the second stroke*, as in the preceding examples.

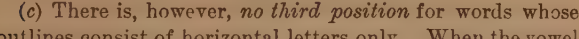
Exercise 14.

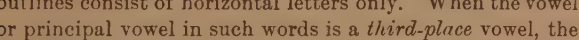
Read, copy, and transcribe.

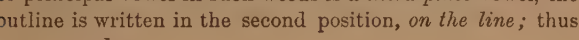
1 

2 

3 

4 

5 

6 

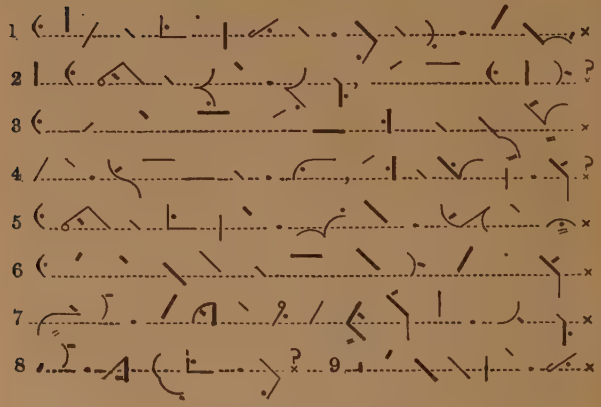
7

GRAMMALOGS.

had, *do*, *different* or *difference*, *much*, *which*, *each*, *large*, *can*, *come*, *go* or *ago* *give* or *given*.

Exercise 15.

Read, copy, and transcribe.



Exercise 16.

Write in Shorthand.

1. *Which* way *should* they *go to* reach *the* pool?
2. *Do* they read *a different* page *to*-day?
3. *He* may *go by the* coach, *and* take *the* boat *at the* pier.
4. *Go*, Joe Booth, *and* show *the* poor page *the difference.*
5. *He should be on the* road *by* four.
6. They *had to go a different* way *at* sea.
7. They fear they may *be out of the* way.
8. Leave *a large* share *of the* food *on the* boat; *it* may make *much difference to* Joe Shaw.

LESSON 4.

SHORT VOWELS.

20. The *short* vowels, *ă, ĕ, ĭ, ŏ, ŭ, o͝o*, as heard in the words *"Thăt pĕn ĭs nŏt mŭch go͝od,"* are expressed by dots and short dashes similar to those employed for the representation of the long vowels already explained; but the signs for the *short* vowels are made *light*, in order to show the short, or light, sounds of the vowels.

21. The short vowels, like the long vowels, are named according to the position they occupy with regard to a stroke consonant. Thus *ă, ĕ, ĭ*, are called respectively *first-place, second-place,* and *third-place* vowels; while *ŏ, ŭ, o͝o*, are also, in the order given, *first-place, second-place,* and *third-place* vowels. Note the following examples: *băt,* *bĕt,* *bĭt,* *lŏck,* *lŭck,* *lo͝ok.*

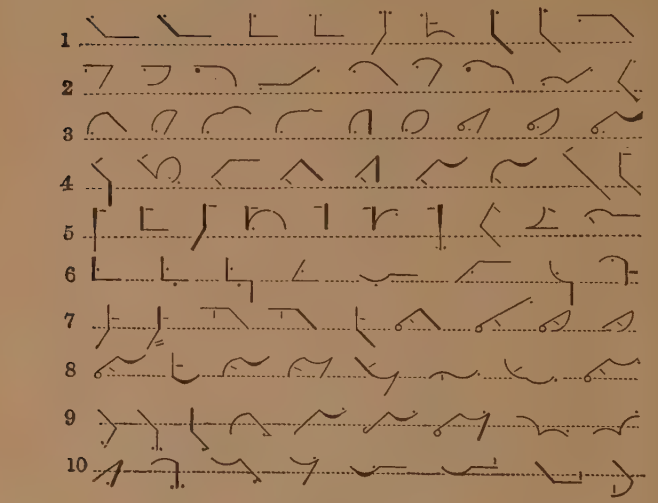
22. *All first-place* vowels and *second-place* vowels, whether *long or short*, occurring between two strokes, are written *after the first stroke. All third-place* vowels, whether *long or short*, occurring between two strokes, are written *before the second stroke.* Note the following pairs of words: *bale,* *bell;* *raid,* *red;* *fade,* *fed;* *date,* *debt;* *roam,* *rum;* *robe,* *rub;* *goal,* *gull;* *shade,* *shed;* *keel,* *kill;* *leave,* *live;* *peak,* *pick;* *meal,* *mill;* *heed,* *hid.*

23. The rules for the position of outlines of words containing short vowels are exactly the same as those

governing the position of words containing long vowels. For example: *palm*, *pack*; *bake*, *beck*; *deem*, *dim*; *wrought*, *rot*; *coal*, *cull*; *pool*, *pull*.

Exercise 17.

Read, copy, and transcribe.



Exercise 18.

Write in Shorthand.

1. Pack *the* bag *and* take *it to the* gig *at* four.
2. Ask Jim *to* fetch *the* check book, *and put it on the* ledge.
3. Take *the* money, *and buy a* jar *of* ink.
4. They may *all go to the* dock *and* see *the* ship off.

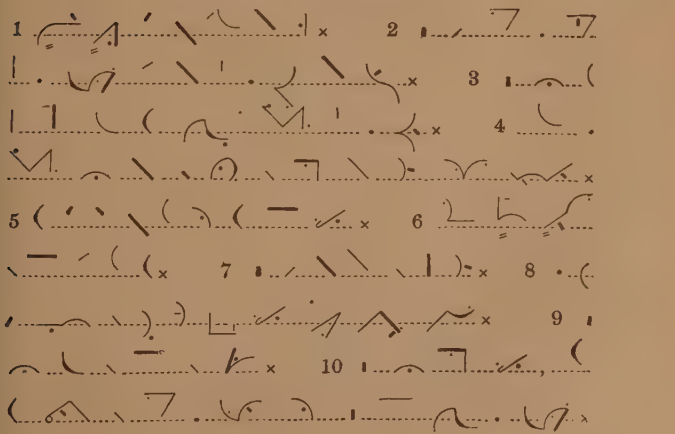
5. Ask Tom *to be* awake *and* ready *to go on to the* ship *by* four.
6. Hurry *up*, Jack Murray, *and* carry *all the* baggage *to the* hotel.
7. *The happy* fellow rowed away *to the* ship.
8. *Do* they *owe a* debt *to* Adam Bailey?
9. Ask Kitty Webb *to* take *a* dollar *out of the* bag, *and go and buy the* calico.
10. They may *all go on* Monday *to* see *the* game *of* golf.
11. May they take *a* share *of the* sherry *to* poor Jim King?
12. They *go by the* ship "Carrie," *and* they hope *to be* back *by the* fourth *of* March.

GRAMMALOGS.

half, *if*, *have*, *thank-ed*, *think*, *youth*, *though*, *them* or *they*.

Exercise 19.

Read, copy, and transcribe.



Exercise 20.

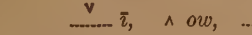
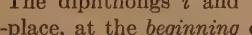
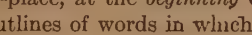
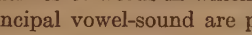
Write in Shorthand.

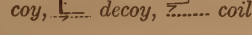
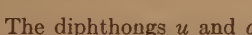
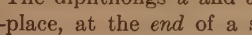
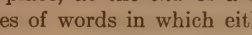
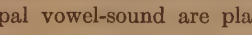
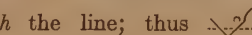
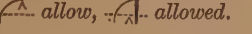
1. *They think they* may *have to go to the* bank *and* cash *a* check *to* pay *the youth the* money.
2. *The youth* may *be happy if they* pay *half the* bill.
3. *Though they go out on the* tenth, *they* may *come* back *by* an early mail.
4. *Who can* envy *them if they have to* take *the* shabby coach back *to*-morrow?
5. *They should* take *the* keg *to the* back *of the* shed.
6. *He* came back *to them a* month *ago*.
7. *They have to go and thank the* judge *to*-day.
8. Ask *the youth to* take *the* canoe *and* fetch *the* fish.
9. *They think the* lad may *have to go to* Canada.
10. *Half the* party came *to give a* vote *each to* Adam Bailey.

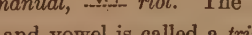
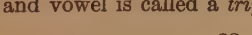
LESSON 5.

DIPHTHONGS AND PHRASEOGRAPHY.

24. The four diphthongs, *ī*, *ow*, *oi*, and *ū*, as heard in the words *bite*, *cow*, *boil*, and *few*, are expressed as follows:

25. The diphthongs *i* and *oi* are written in the *first* vowel-place, at the *beginning* of a stroke, and, therefore, the outlines of words in which either of these is the only or principal vowel-sound are placed in the first position, *above* the line; thus *boy*,  *boil*, *boiler*,  *coy*,  *decoy*,  *coil*.

26. The diphthongs *u* and *ow* are written in the *third* vowel-place, at the *end* of a stroke; and, therefore, the outlines of words in which either of these is the only or principal vowel-sound are placed in the third position, *through* the line; thus  *purely*,  *purity*,  *purify*,  *cube*,  *cubic*,  *rout*, *bout*, *allow*,  *allowed*.

27. A small tick, upward or downward, attached to a diphthong-sign expresses any short vowel; thus *diary*, *dial*, *piety*,  *loyalty*,  *vowel*, *manual*, *riot*. The sign representing a diphthong and vowel is called a *triphone*.

28. (*a*) The diphthong *ī* may be joined initially to a downstroke, as *item*, *ice*.

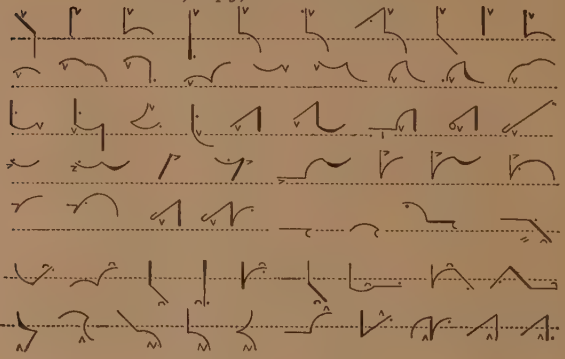
(*b*) The diphthongs *ow* and *oi* may be joined initially to upward *l*, as *owlish*, *oiling*.

(*c*) The diphthongs *ow* and *ū* may be joined finally to a downstroke, as *bough*, *due*.

(*d*) The diphthongs *ū*, *ow*, and *ī*, may be joined to the consonants *k*, *g*, *m*, *n*, and *l* (up), thus *cue*, *argue*, *renew*, *value*, *now*, *nigh*.

Exercise 21.

Read, copy, and transcribe.



Exercise 22.

Write in Shorthand.

1. *Do they* know *of the* failure *of* Hugh Riley?
2. *All the* folk *think and* say *he should* retire *by* July.
3. *The* tide may wash away *the* dike *by* five.

4. *Should the* envoy *come out to*-day *he* may enjoy *a* ride *to* Albany.

5. *The* puny deputy duly came *and* valued *the* couch.

6. *They had to* show *the* check *given them by* Tom Lloyd.

7. *The* lively dealer took *a* widely *different* view *of the* affair *to*-day.

8. *If they* deny my right *to go out on the* tenth, *they* may *all* rue *it.*

9. *They* assume *a large* share *of the* duty; *but they have* no right *to it, and they* may *have to give it up.*

10. Pursue *a* life *of* purity, *and* so rebuke *them.*

11. *They should* decoy *the* rowdy fellow *to the* review, *and* leave *the* rogue *to* enjoy *the* air.

12. *If they* take refuge *on the* boat, *they can* defy *the* power *of the* enemy *to* take *them* or *to* move *them* away.

GRAMMALOGS.

I or *eye*, *how*, *why*, *ay* (yes), *beyond*, *you*, *with*, *when*, *what*, *would*.

29. Longhand writers often join words together without lifting the pen from the paper. The same may be done in shorthand. The practice of joining words in this way is called *Phraseography*, and the words thus joined make a *Phraseogram*. The first word of a phraseogram (generally a grammalog) should occupy the position which it would occupy if it stood alone. Thus, a phraseogram commencing with *I* should commence above the line, because *I*, as a logogram, is written above the line, as *I have*, *I think*, *I say*. A first position logogram, however, may be slightly lowered or raised to permit of the following

word being written through or over the line; as *I see*, *with much*. A phraseogram beginning with *you* should begin on the line, because *you*, as a logogram, is written on the line when it stands alone; thus *you may*, *you should be*. When joined to , , or , the sign may be shortened to ; thus (*I'm = I am*), (*I'll = I will*) *I can*. The vowel should be inserted in the phraseogram *to go*.

The following examples of phraseograms should be carefully read and copied by the learner.

PHRASEOGRAMS.

I have

I have had

I will

I will be

I am

I may be

I may

I thank you

I think you should be

you will

you will be

you may be

if you should be

how can they

why do you

why have you

you can

with much

with which

with each

when they

what do you

what may be

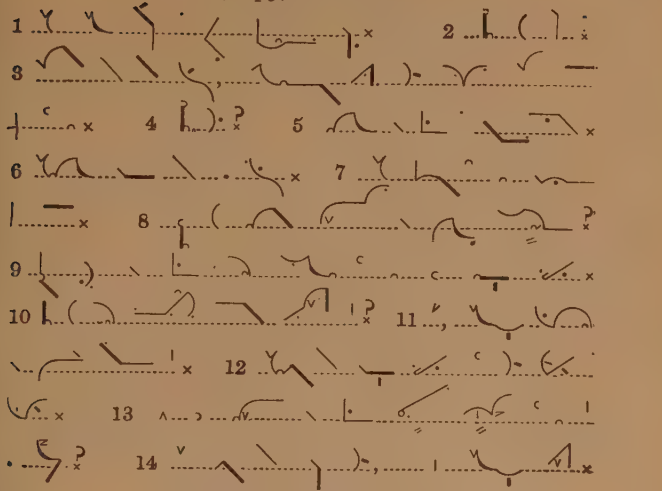
what can be

it would be

and if you should be

Exercise 23.

Read, copy, and transcribe.



Exercise 24.

The *phrases* in this and following exercises are indicated by the *hyphen*.

Write in Shorthand.

1. *Do-you think you-can* rely *on-them to*-take *all the* money *to the* bank *to*-day?
2. *Why-do-you* ask *the* poor *youth to*-ride *the* lame mule?
3. *If-you-should-be* back *by* five, *I*-may *come and* see *you.*
4. *I-think I*-am likely *to be* away *by the* time *you* get back.
5. *I-think-you-should* ask *them to*-take *the* oil back.
6. *Why-do-you* assume *the* right *to* argue *with* so shabby *a* fellow?
7. *I-think-you-should* write *them, if-you think you-can-do what they* ask *you to-do.*
8. *How-can-they* ask *you to-go to* Ithaca *to*-morrow?
9. *I-think I*-may guarantee *the* tube *to be all-they* say.
10. *I*-may-*be* wrong, *but I-think I*-am right.

LESSON 6.

REVIEW.

30. In this lesson the learner is asked to review the rules set forth in the preceding pages; to learn eight more grammalogs; and to practise those he has already learned.

31. The preceding rules may be briefly summarized as follows:

(*a*) Isaac Pitman Shorthand is *phonetic*, the *spelling* being by *sound*.

(*b*) There are *twelve vowels*, expressed by dots and dashes, and written in *three places*, above, below, or by the side of consonants.

(*c*) There are *three positions* for writing outlines, and the position of a word is governed by its vowel, or principal vowel.

(*d*) There are *four* double vowels or *diphthongs*.

(*e*) There are *two* forms *each* for R and H, the alternatives being provided for easy joinings and for vowel indication.

(*f*) Words of frequent occurrence are expressed by one of their letters. Such words are called *grammalogs*.

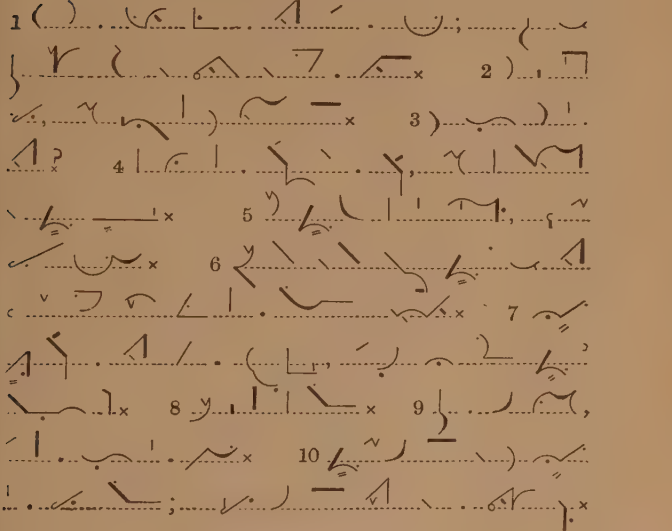
(*g*) *Phraseography* is the name given to the principle of joining *words* together.

GRAMMALOGUES.

saw, *so* or *us,* *see, sea,* *was,* *whose,* *shall,* *wish,* *usual-ly.*

Exercise 25.

Read, copy, and transcribe.



Exercise 26.

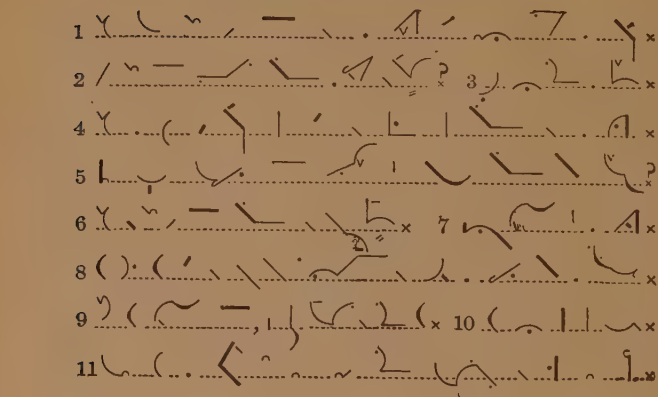
Write in Shorthand.

1. *Do-you* know *the* name *of the* ship lying *out by the* buoy?
2. *I-think it-was on the* fourth *of* July *he* came *to see us.*
3. *I-think I-saw the youth go out a* minute *ago.*

4. *You* appear *to-have a* fear *of the large youth who* came *to us at the* farm.
5. *To be of* value *ought to be the wish of each of you.*
6. *I-wish I-had given the* rod away ere *the* thief took *it.*
7. *Do-you* know *whose it-can-be ?*
8. *Why should-they* say *I*-am *out ?*
9. *What difference can-it* make *to-you if I-have to-go out by the* tenth?
10. *I-see-you* know *two of-them.*

Exercise 27.

Read, copy, and transcribe.



Exercise 28.

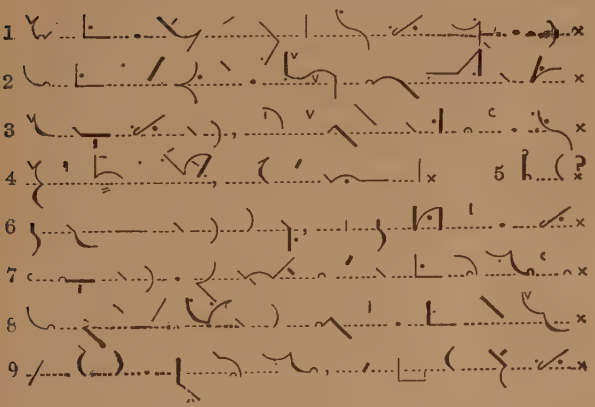
Write in Shorthand.

1. *I-shall-be happy to-have-you do-so if-you-can* manage *it.*
2. *Do-you think he* knew *the difference ?*
3. *I-think-so ; but I*-will ask *the* fellow.
4. *If-they go out, I-think-you and-I* may *go out too.*

5. *Though they-*may say no, *I-*know *it shall-be different.*
6. *I-think it-was usual to-give it to-each of-them.*
7. *You and-I usually go all the* way *by the sea.*
8. *I-think the* new book may-*be of* value *to us* now.
9. *If-you-*like *to-give them a* copy, *they-*may-*be happy to* read *it.*
10. *They thanked the youth who* carried *the* baggage *to the* ship, *and he-was happy.*

Exercise 29.

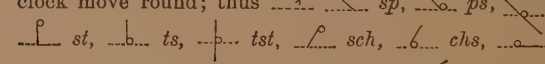
Read, copy, and transcribe.

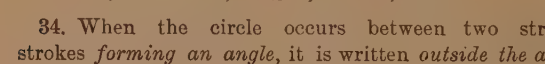


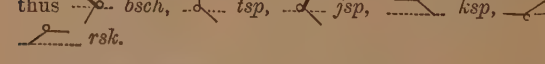
LESSON 7.

CIRCLE *S* AND *Z*.

32. The sounds of *s* and *z* are two of the most frequently occurring sounds in the language, and it is, therefore, necessary that they should be provided with very easily written signs. The student has learned that the sign) expresses *s*, and that the sign) expresses *z*. These sounds, however, are also represented by a *small circle*, which is easily written and at the same time joins readily with the various stroke consonants.

33. When the circle *stands alone*, or is joined to *straight consonants* not forming an angle, it is written in the direction *opposite* to that in which the hands of a clock move round; thus  *sp, ps, psp, st, ts, tst, sch, chs, sk, ks, ksk, sr, rs, rsr.*

34. When the circle occurs between two straight strokes *forming an angle*, it is written *outside the angle;* thus  *bsch, tsp, jsp, ksp, ksr, rsk.*

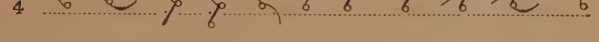
35. When joined to *curved letters*, the circle is written *inside the curve;* and when it occurs *between two curves* it is usually written *inside the first curve;* thus  *sf, fs, fsf, ss, ss, ssr, sm, sms, rsn, ksn, nsk, msr, sl, sls, slsr, ssh, sshs, msv.*

36. The circle *s* is always read *first* at the *beginning* of a word, and *last* at the *end* of a word; thus *eat*, *seat*, *seats*; *tow*, *stow*, *stows*; *eke*, *seek*, *seeks*; *oar*, *soar*, *soars*; *suppose*, *cities*, *series*.

37. At the *end* of a stroke, or in the *middle* of a word, the circle may be used to express *either s* or *z*; but at the *beginning* of a word it can be used to express the *light* sound of *s only*; as *race*, *rose*, *racer*, *raising*; *sorrow*, *zero*; *seal*, *zeal*.

Exercise 30.

Read, copy, and transcribe.

1 

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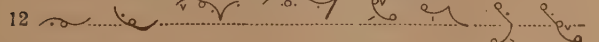
11 

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Exercise 31.

Write in Shorthand.

1. Soap, soups, stew, side, such, spares, spokes.
2. Seeds, schemes, spoils, skips, scoop, speed.
3. Safes, south, slow, solo, soon, smokes, mice.
4. Smith, snaps, sold, snares, smacks, solids.
5. Sky, scares, spades, signs, designs, dies.
6. Face, voice, revise, canvas, bonus, police.
7. Atlas, tusk, risks, bestows, rasps, gossip.
8. Chosen, visits, masks, resumes, desires, pacifies.
9. Tuesday, Wednesday, deceit, tacit, nonsense.
10. Sykes, stay, sums, sinews, maxims, abuse.

38. When the stroke ⌒ precedes a circle and curve, or follows a curve and circle, it is written in the *same direction* as the *circle;* thus *lessen,* *Lawson,* *lesser,* *toilsome,* *vessel,* *thistle,* *cancel,* *muscle.*

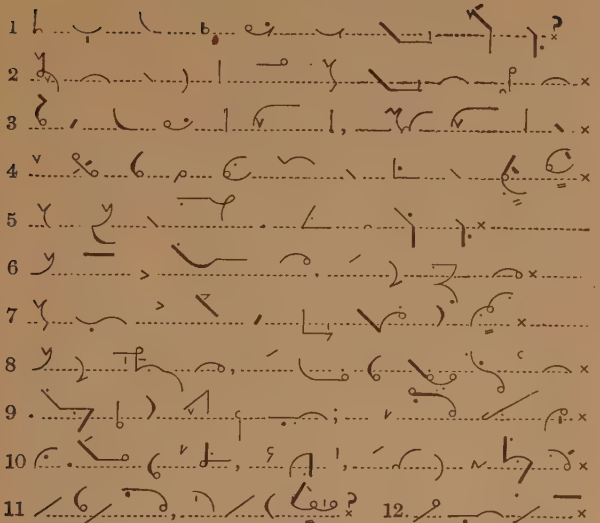
39. The word *the,* which is represented by a light dot on the line, is also expressed by a light, slanting *tick,* joined to the preceding character, and written either upward or downward, in the direction which will give the sharper angle; thus *of the,* *to the,* *and the,* *should the,* *I think the,* *I have the,* *with the,* *when the,* *he is the,* *it is the,* *is the,* *as the* or *has the.* The first stroke of *on the* must be written slanting, in order that it may not clash with *I.* The tick *the* can *never* be used at the *beginning* of a word or sentence.

Grammalogs.

as or *has,* *is* or *his,* *because,* *itself,* *those,* *this,* *these* or *thus,* *myself,* *himself,* *me* or *my,* *him* or *may,* *are,* *our* or *hour,* *we.*

Exercise 32.

Read, copy, and transcribe.



Exercise 33.

Write in Shorthand.

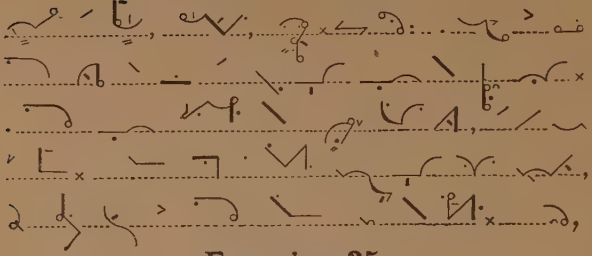
Sir:

Those silks *you* spoke *of* came *to-this* office *to*-day, *and-I-shall thus be* ready *to* show *them to-my* customer *on*-Wednesday. *He-comes himself to see me, because he-has to* pass *my* office *on-his* way *to-the* depot. *He-is a large buy*er. *I-myself had* business dealings *with him a* long time *ago. The* silk *itself is all*-right; *the* designs *are* nice; *and so I* hope *to-do a* big business *with our* new shades.

Yours,

Exercise 34.

Read, copy, and transcribe.



Exercise 35.

Write in Shorthand.

Sirs:

We-are in receipt *of*-yours *of*-May 4th, advising *us of-the* dispatch *of-the* six dozen silk parasols, *and-we* hope *to*-receive *these* in *a* few days' time. *Our* customers *are* feeling some annoyance *at-the* delay, *and-we* fear *we-are* losing business. *If-you-are*-now ready *with-the* new season's designs in ladies' capes *and* costumes, *we should* like *to see them.*

Yours,

LESSON 8.

LOOPS *ST* AND *STR*.

40. A *small loop*, half the length of the stroke to which it is attached, represents *st;* thus *ache*, *stake*, *stale*, *store*, *stout*. When written at the *beginning* of a stroke the loop represents *st only;* but when written at the *end* of a stroke it represents *either st* or *zd;* thus *coast*, *accused*, *mist*, *amused*. The loop may also be used *medially*, when convenient; thus *justify*, *toasting*.

41. A *large loop*, two-thirds the length of the stroke to which it is attached, represents *str;* thus *poster*, *luster*. The *str* (ster) loop must *not* be written at the *beginning* of a word; but it may be employed *medially*, as in *masterpiece*. The circle *s* may be added to the loops, thus *coasts*, *masts*, *posters*, *lusters*.

42. The loops *st* (stee) and *str* (ster) follow the *same rule* of writing as the *circle s;* that is, they are written with a *backward* motion (in the *opposite* direction to that taken by the hands of a clock) when attached to *straight* letters, and *inside curves*. The loops also follow the *same rule* of reading as the *circle s;* so that the loop *st* is always read *first* at the *beginning* of a word, and *last* at the *end* of a word; while the loop *str* (which is never used initially) is always read *last* at the *end* of a word.

43. The following examples will show the similarity between the rules for circle *s* and for the loops *st* and *str;* thus *pass*, *past*, *pastor*, *pastors*; *soup*, *stoop;* *seal*, *steal;* *mass*. *mast*, *master*, *masters*.

44. The vowel *aw* may be joined initially to upward *l* as *awl* *also;* and the logogram *aw (all)* may be joined in compound words like *almost*, *already*, *all-wise*.

Exercise 36.

Read, copy, and transcribe.

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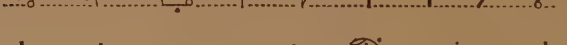

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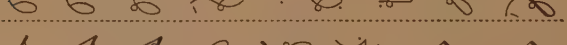


Exercise 37.

Write in Shorthand.

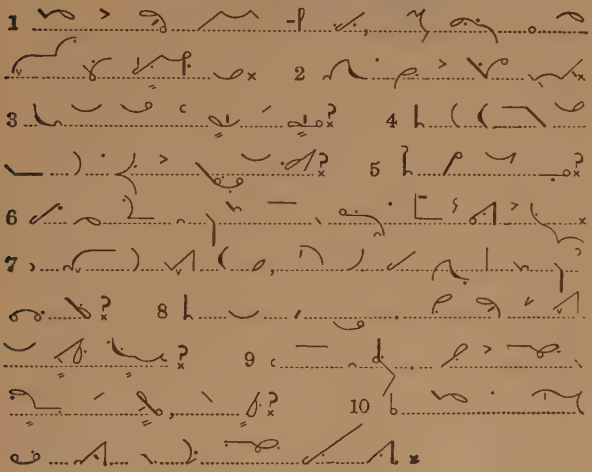
1. Rusts, mast, mist, paced, raced, faced, best.
2. Stab, steal, sting, stop, stoop, star, stark, stale.
3. Stung, stinging, stoves, steer, west, waste, wastes.
4. Past, pests, tossed, jests, fused, sneezed.
5. Voiced, rejoiced, amassed, August, spaced.
6. Reposed, dismissed, fastest, advised, revised.
7. Chester, Manchester, musters, ministers.
8. Tasters, coasters, feasters, Bagster, Dexter.

GRAMMALOGUES.

o first, ... *most,* ~ *must,* ..... *influence,* ..... *influenced,* ~ *next,* ..... *in* or *any,* ~ *no* or *know,* ..... *own,* ..... *suggest-ed.*

Exercise 38.

Read, copy, and transcribe.



Exercise 39.

Write in Shorthand.

Sir: *The* names *of-the* vessels *are-the* "Star" *and-the* "Chester." *The* "Chester" *goes out on-*Wednesday *next, the first of* July, *and-is most* likely *to-*reach Adelaide *by-the first of* August. She *has usually a* heavy cargo *on-the* passage *out. If-you-*will-*be influenced by our* advice, *you-*will book *a* passage *by-this* vessel *to-*day. *You-must own you have-no-*time *to-*waste *if-you-are to be in-*time *to influence* Webster *and* Staveley. *The* last *of-the* bales *was* invoiced *to-*day. *The* rest *of-the* business *can-be* discussed *when you-come to-the* office. Yours,

LESSON 9.

CIRCLES *SW* AND *SS*.

45. A *large circle* at the *beginning* of a stroke represents *sw*, as *sweep*, *swim*, *switch*; and a *large circle* at the *end* of a stroke represents the light or heavy sound of *ss*, as *paces*, *raises*, *faces*, *causes*.

46. The circles *sw* (*sway*) and *ss* (*ses*) are written in the same direction as the circle *s*. The *sway* circle can be written *only* at the *beginning* of a word, as *sweet*; but the *ses* circle may be written in the *middle* or at the *end* of a word; thus *necessity*, *nieces*, *excessive*, *cases*.

47. When a vowel *other* than short *ĕ* occurs between the consonants represented by the large medial or final circle, the vowel sign may be placed within the circle; thus *insist*, *exercise*, *exercises*, *Colossus*.

48. (*a*) The *sw* circle is employed in *phrasing* to express the words *as we*; thus *as we have*, *as we think*, *as we can*. It is also used in the phrase *as well as*.

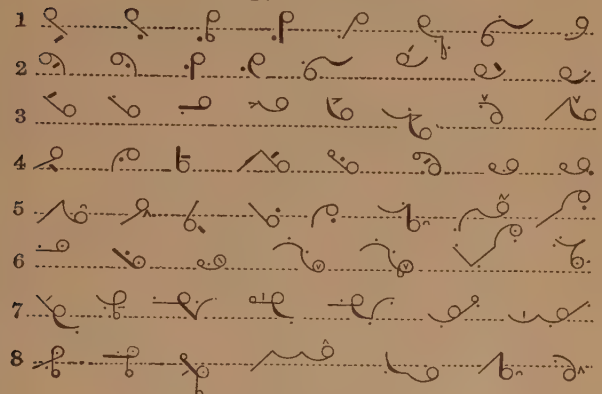
(*b*) The *ss* circle is employed in *phrasing* to express the *two s's* in such phrases as *this is*, *it is said*, *as soon as*, *in this city*.

(*c*) The circle *s* may be used instead of the *st* loop in phrases like *it must be*, *you must receive*, *last time*, *next time*.

49. To avoid an awkward outline, the upward ⟋ is written, whether there is a final vowel or not, when *r* follows a straight upstroke, or *ks* or *gs*, or a curve and circle like ⌒ or ⌒; thus ⟋ *were*, ⟋ *weary*, ⟋ *Kaiser*, ⟋ *geyser*, ⟋ *officer*, ⟋ *viscera*, ⟋ *answer*, ⟋ *necessary*.

Exercise 40.

Read, copy, and transcribe.



Exercise 41.

Write in Shorthand.

1. *It-is*-said *the* ship Swallow *is to*-sail *on* Tuesday; *but-this-is* wrong *as-we-know* she-*is* still *in* ballast.
2. *As-we-have*-said, *she-is the* swiftest, *as*-well-*as-the* biggest, steamer *they own*.
3. *As-we-can* easily ship *all-the* cases *to*-morrow, *you-must-be* ready *to*-mail *all-the* invoices.
4. *You-must* emphasize *the* necessity *of-the* case, *and see to-the* boxes being ready *in*-time.

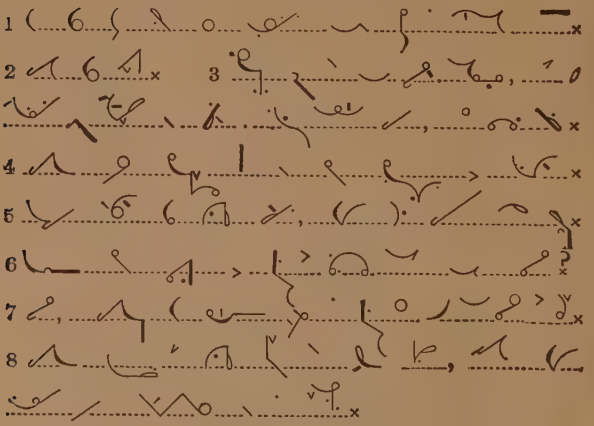
5. *It-is*-said *he* refuses *to-give us-the* allowances *on-the* pieces *of* silk.
6. *If-he* chooses *to*-resist *us, what-can-they do with-the* pieces?
7. *They-may* insist *on* refusing-*the* laces *because of-the* excessive charges, *and may* ask *us to* change *them as*-soon-*as-they know-the* cost.
8. *You-must*-receive *a* check, same *as* last-time.

GRAMMALOGUES.

as is, *is as*, *this is* or *themselves*, *ourselves*, *special-ly*, *speak*, *several*, *yes*, *high*, *house*, *we*, *way*.

Exercise 42.

Read, copy, and transcribe.



Exercise 43.

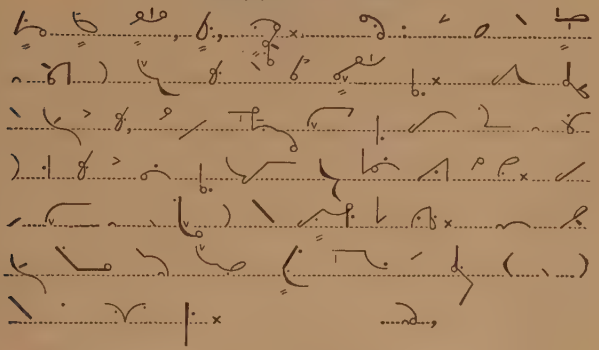
Write in Shorthand.

1. *Do-you know if-they themselves have* sold-*the* switch *to-the* new firm, *as-is* said *to be-the* case?

2. *Yes, we-have ourselves* seen *several of-the* switches *in* use, *and-we-have special* reasons *to*-suppose *the* fact *to be as you* state.
3. *We-are specially* desirous *of-having-the* new Benson steel tubes *put to a* test, *and-we-think* Benson's *themselves should see-the* test, *so they-may see-the* fact *is-as we* say *it-is*.
4. *I*-will *speak to-the* head *of-the* firm, *and suggest a* test *the next*-time *I*-am-*in-the*-city.

Exercise 44.

Read, copy, and transcribe.



Exercise 45.

Write in Shorthand.

Swan *&* Lester,
Kansas City, Mo.

Sirs:

We-have a special sale *of* essences *and* sweet syrups *to*-day, *as-it-is* necessary *to* dispose *of*-some *of-our* stock. *As-we-know* just *what you* use, *we-can, if-you*-like, select *a* dozen cases *and* set *them* aside, *and you-can* take same *as*-soon-*as you-are* ready. *How*-many *shall we* set aside? *Shall we* ship *you a* dozen *specially* nice cases?

Yours sincerely,

LESSON 10.

VOWEL INDICATION.

50. A vowel cannot be read *before* an initial circle or loop (see paragraphs 36, 42, 46). It follows, therefore, that when a word *begins* or *ends* with a vowel, a *stroke* consonant must be employed, and not a circle or loop; thus *ask*, *assail*, *asleep*, *rosy*, *daisy*, *dusty*, *honesty*. Compare these words with *sack*, *sail*, *sleep* *rose*, *days*, *dust*, *honest*.

51. A vowel cannot be shown *between the letters* expressed by a *loop*. The *separate* letters, therefore, and not a loop, must be written in such words as *beset*, *tacit*, *reside*, *pasture*, *visitor*. Compare these words with *best*, *taste*, *raised*, *pastor*, *investor*.

52. The stroke *s* is written at the *beginning* of a word when *s* and a vowel *form a syllable* and are followed by *another vowel*, or by *s* or *z;* thus *science*, *Siam*, *sighing*, *saucer*.

53. The stroke *s* is written at the *end* of a word when the syllable *-ous* is immediately preceded by a diphthong; as *tortuous*, *joyous*.

54. The stroke *s* is retained in compound words like *saw-mill*, *saw-dust*, *sea-beach*, *sea-gull*.

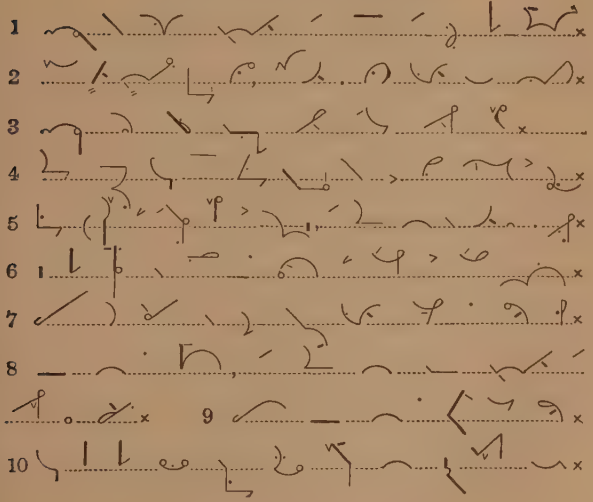
55. It will be seen from the foregoing rules, and from the rules for writing R (paragraph 15), that the *outline*

of a word frequently indicates the *presence* or *absence of a vowel*, and that, therefore, the writer may safely omit an initial or final vowel in very many words. Thus, he need not insert the initial vowel in words like *ask*, *assume*, *arise*, because the outline in each case *indicates* a preceding vowel. Nor need he insert the final vowel in such words as *rusty*, *policy*, *carry*, *summary*, because the outline *indicates* a final vowel in such words.

56. An *unaccented short vowel*, in the middle of a word, may usually be omitted; thus *absence*, *business*, *customer*, *resign*, *delayed*, *officer*, *disposal*.

Exercise 46.

Read, copy, and transcribe.



Exercise 47.

Write in Shorthand.

Sir:

When can you ship *us-the* acid *we* bought last-month? *You* said *we should-have-it by* Wednesday the 10th *at-the* latest. *We-are as* busy *as-we-can-be* just-now, *and-the* delay *is* causing *much* annoyance *to-our* customers, *as*-well-*as* loss *to-ourselves*. *Are you* uneasy *as-to-the* bill? *If so, we can* mail *you* check *on* receipt *of-the* invoice. *We* rely *on-you to* ship *the* stuff *by an* early steamer, *and-we* assume *you*-will write *us to*-morrow.

Yours,

GRAMMALOGS AND CONTRACTIONS.

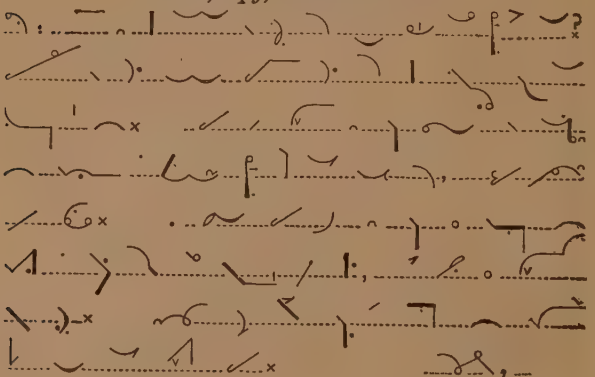
language or *owing*, *thing*, *young*, *anything*, *nothing*, *something*, *or*, *your*, *year*, *New York*.

PHRASEOGRAMS.

I am sorry, *we are sorry*, *you may as well*, *yours respectfully*, *respectfully yours*.

Exercise 48.

Read, copy, and transcribe.



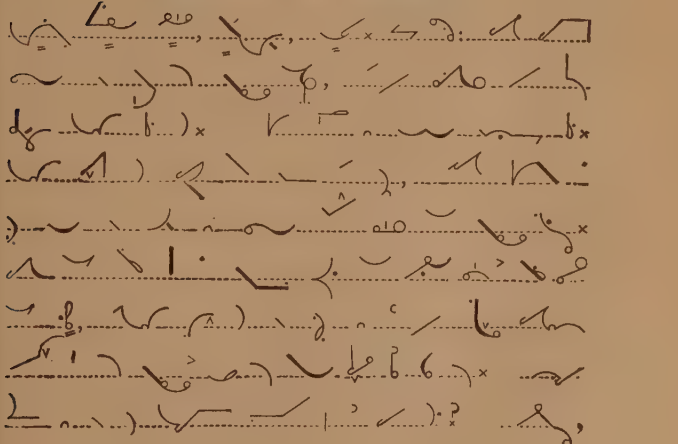
Exercise 49.

Write in Shorthand.

1. *I*-am-sorry *I-can-do nothing to* assist *the* Society just-now.
2. *You-may-as*-well take *up-the language* now *as next year.*
3. *If-you-are to*-make *anything of-your*self, *you*-will-*have to-do-something this year.*
4. *Have-you* seen-*the* new *house which* Robson *has* bought *by-the* beach?
5. *I-think it-was an* unwise *thing to buy so large a house* just-now.
6. *What* does *young* Jackson say?
7. Does *he think it-was a* wise *thing to-do?*
8. *We-are*-sorry *to see* Jackson *is to*-leave-*the* city *next year.*

Exercise 50.

Read, copy, and transcribe.



Exercise 51.

Write in Shorthand.

Spencer & Reed,

New-York, N. Y.

Sirs:

Each season *in-the* past six *years we-have* bought *your* books *of* science *and-have-had to* pay excessive rates *on*-same. *We* emphasize *this* fact *because if-we-are to*-make *a* success *of-our* business *we-must* sell *the* books *at* low rates. *Can you suggest how we-may* get-*the* charges reduced, *or can you in-any-way* assist *us in* reducing-*the* cost *of-the* books?

Yours-respectfully,

Exercise 52.

Write in Shorthand.

Massey & Doyle,

Worcester, Mass.

Sirs:

We-have-yours of-the 20th, *and you-may*-rely *on our* mailing *you-the* policy *on*-Saturday *next*. *We-have*-seen-*the* assessor *to*-day *and-have* induced *him to*-sign-*the* necessary forms. *We-are*-sorry *to-have-had* such *a* delay *in this*-case, *but-we-have-had to*-move cautiously *so-as-to* insure success.

Yours-respectfully,

LESSON 11.

REVIEW.

57. The following is a brief review of the rules given in the last four lessons:

(*a*) The circle *s* is written *backward* to a *straight letter*, *inside* a *curve*, and *outside* of an *angle*.

(*b*) The loops *st* and *str*, and the circles *sw* and *ss* follow the *same rule of writing* as the *circle s*.

(*c*) A circle or loop is always read *first* at the *beginning* of a word, and *last* at the *end*.

(*d*) A *stroke* consonant must be written when a word *begins* or *ends* with a *sounded vowel*.

(*e*) The stroke ⌒ is written in the *same direction* as the *circle and curve* which it precedes or follows.

(*f*) The word *the* may be joined to a preceding word by means of a light tick.

(*g*) The *sw* circle is used in phrasing to express the words *as we;* and the *ss* circle is used to express the two *s's* in such phrases as in this city.

(*h*) Upward R is written in words like *roar*, *aware*, *sincere*, in order to avoid an awkward outline.

(*i*) The *stroke s* is the *first* sign to be written in words *commencing with s-vowel-s*, and it is the *last* sign to be written in words *ending with* a diphthong followed by *-ous;* as *saucer*, *joyous*.

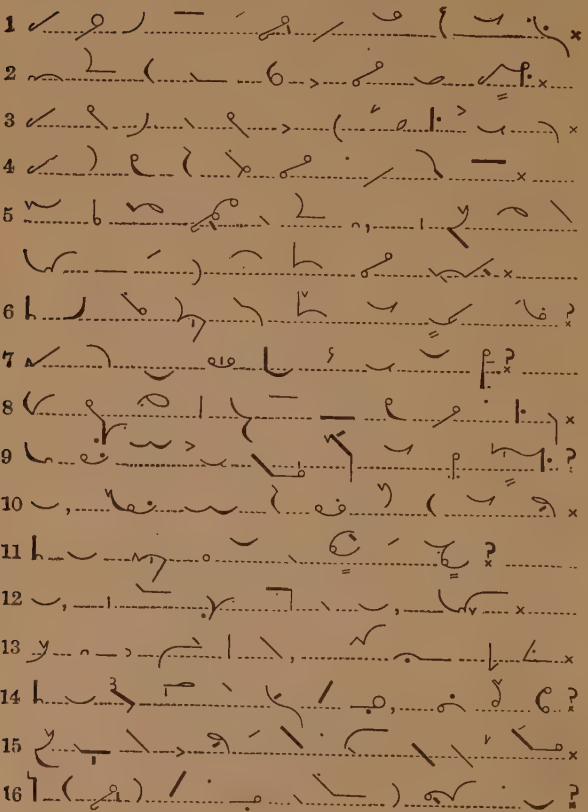
(*j*) The *initial* or *final vowel* may be *indicated by the outline* in such words as *argue*, *arrive*,

acid, *misty*, *jury*, *salary*.

(*k*) An *unaccented short vowel* in the middle of a word may usually be *omitted*.

Exercise 53.

Read, copy, and transcribe.



Exercise 54.

Write in Shorthand.

1. *It ought-to be our wish to-do all-we-can to* assist *them.*
2. *Oh! yes, they-may all come to see us, if-they wish.*
3. *I-shall* ask *him to-speak to-them, and give them a special* lesson *when-they come.*
4. *Those-who know-the* best, say *it-is an* easy *language.*
5. *I-myself have a much different* view; *and-I-must own it-was beyond-me to-*master *it.*
6. *I-shall-be happy to see each youth* take *a different* lesson, *and-we-shall-see which* does-*the* best.
7. *We-had almost to* force *him to* use *his influence in-the-*-case, *and-I-*fear *it-is of no* use now.
8. *I-must* ask-*them to-*go *to-the* city *themselves and see to-it.*
9. *Can-we-do nothing to* assist *the youth?*
10. *I-shall-be happy to-do anything you think* best.
11. *I-must-*say *I-think-we ought to-do-something.*
12. *I-*am-sorry *to* say *you-may-as-*well *give it up.*
13. *If-his* cousin *is to-come* also, *as-is* supposed, *I-shall-be-*-*most happy.*
14. *We-are-*sorry *to know you-are to-*leave *New York.*
15. *We-shall-have to-*go *ourselves and see-the thing.*
16. *What-do-you think-they-*will-*do when-they see we-had to-*take *a special* car?
17. *I-think-they-*will stay away, *because of-the* cost.
18. *Do-you know-the* name *of-the* vessel *in-the* dock?

LESSON 12.

INITIAL HOOKS TO STRAIGHT STROKES.

58. A small initial hook, written in the *opposite* direction to that taken by the hands of a clock, adds *l* to the straight consonants thus forming a series of *double* consonants; as

pl *bl* *tl* *dl* *chl* *jl* *kl* *gl*

59. A small initial hook, written in the *same* direction as that taken by the hands of a clock, adds *r* to the same consonants, thus

pr *br* *tr* *dr* *chr* *jr* *kr* *gr*

60. These double consonants are named *pel* (as in *people*), *per* (as in *taper*), etc., to distinguish them from outlines formed by the separate letters, as (*pee-el*), (*pee-ar*). Vowels are placed and read to these double consonants just as they are to single consonants; thus *cup*, *couple*, *coupler*, *apply*, *press*, *impress*, *impressing*.

Exercise 55.

Read, copy, and transcribe.

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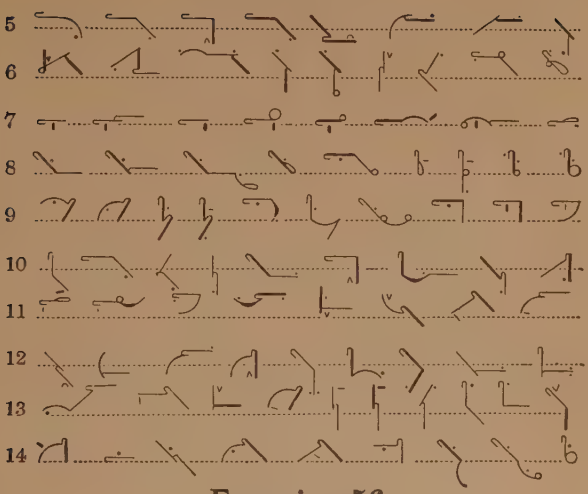


Exercise 56.

GRAMMALOGUES.

apply, *people*, *by all*, *able*, *belief* or *believe-d*, *at all*, *tell*, *till*, *deliver-ed-y*.

Write in Shorthand.

1. *If-you*-will *apply to* Major Gray *he-may-be-able to--tell-you.*
2. *It-is believed the* Major *may-be* away *till-the first of--*April.
3. *We* hope *to be-able to-deliver-the* cases *to*-morrow.
4. *We-do our* best *at-all* costs *to*-make *delivery when* promised.
5. *Have-you delivered-the* blue *and* black cloth *to* Briggs *and* Baker?
6. *Tell-the* auditor *to*-take-*the* ledger *and see what* Peters owes.
7. *What-is-the* least price *at-which-you-can deliver your* brass paste *in* glass bottles?

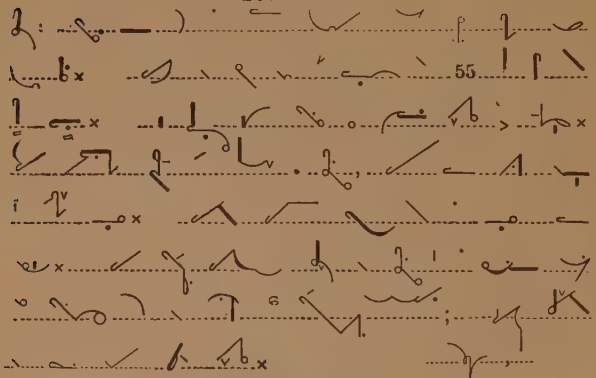
8. *We-are* mailing *you* samples *of* cream lace *to*-day, *and-we*-regret *we*-were-unable *to-do-so till* now. *We--believe you-can-do no* better *at-the*-prices.

GRAMMALOGS AND PHRASEOGRAMS.

dollar-s, call, equal-ly, doctor, dear, during, Dear Sir, Yours truly.

Exercise 57.

Read, copy, and transcribe.



Exercise 58.

Write in Shorthand.

Samuel Brooks,
Troy, *N. Y.*

Dear-Sir:

May I bring *to-your* notice *the* enclosed price-list *and* samples *of-the* fabrics *you saw during your call* last Wednesday? *I*-am-*able to-deliver these in* blue, black, *or* gray, *in a* couple *of*-days. *The* fabrics *are all equally* durable, *and-they-have no equals at-the*-prices. *I* also enclose *a* notice *of-my usual* April sale, *and shall-be--*pleased *to-have-you call and* look *at-my* stock.

Yours-truly,

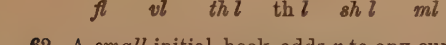
LESSON 13.

INITIAL HOOKS TO CURVES.

61. A *large* initial hook adds *l* to any curved consonant *except* *l*, *r*, *s*, *z*, *zh*, *ng*; thus

fl *vl* *th l* th *l* *sh l* *ml* *nl*

62. A *small* initial hook adds *r* to any curved consonant *except* *l*, *r*, *s*, *z*; thus

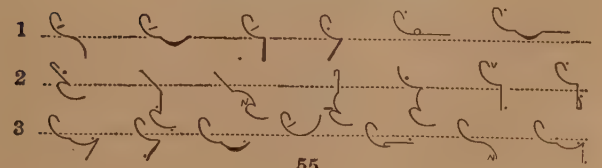


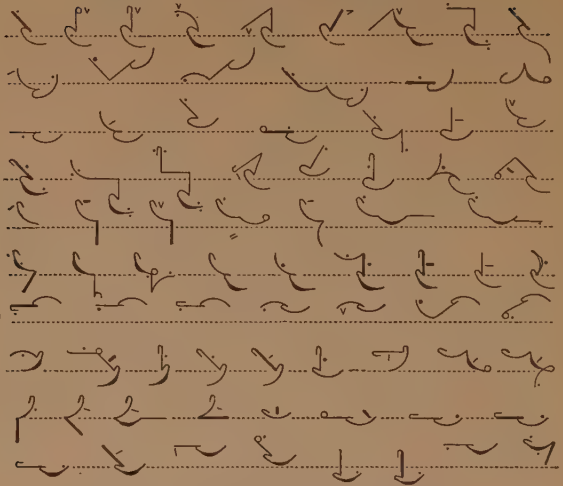
fr *vr* *th r* th *r* *sh r* *zh r* *mr* *nr*

63. The sound *ng-r*, as in *singer*, *wringer*, is comparatively rare; hence, the sign is used to represent the more common sounds of *ng-kr* and *ng-gr* as heard in the words *banker*, *thinker*, *finger*, *linger*. The double consonant *sh l* is almost always written *upward*, as *official*; while *sh r* is GENERALLY written *downward*, as *pressure*.

Exercise 59.

Read, copy, and transcribe.





GRAMMALOGUES AND CONTRACTIONS.

for, *over*, *ever-y*, *valuation*, *evil*, *other*, *more* or *remark-ed*, *remarkable-y*, *mere* or *Mr.*, *nor* or *in our*, *near*, *initial-ed-ly*.

Exercise 60.

Write in Shorthand.

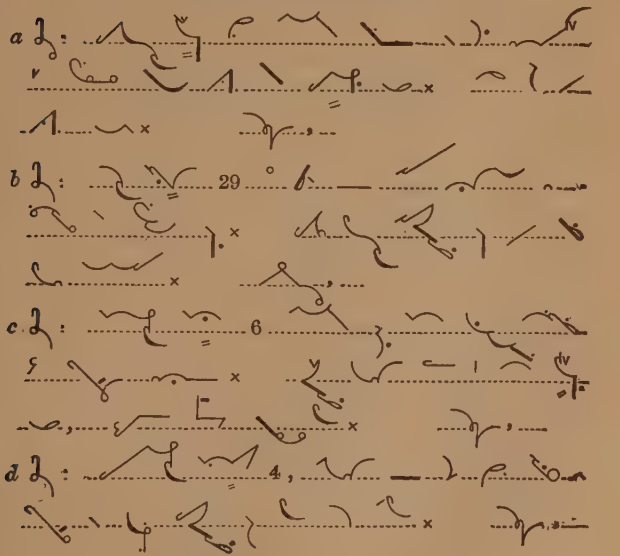
1. *The remarkable* affray *is over, and every* wise thinker *is* pleased.
2. *As Mr.* Frank Floyd *remarked, the* effects *of an evil* measure *may* last *for-ever.*
3. *We saw Mr.* Tinker, *the* banker, *in* Yonkers *on*-Friday last.
4. *He-was near-the* flower stall *in* Fourth Avenue; *but-we -have*-seen *nothing o,-him* since, *nor-have-we-had any* business *in-the* bank.

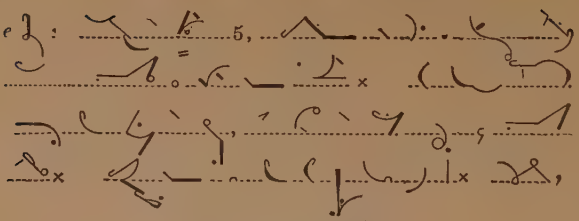
5. *We-know no-more.*
6. *No, we-had no other* talk *with Mr.* Tinker, *beyond a mere remark on-the* state *of* business.
7. *The* banker *was remarkably* nervous, *it-is*-said, *but* brimful *of* energy, hopeful, *and* ready, *you would think, to* conquer *any* trouble *or* adversity.
8. *Oh, yes; he-was a* total abstainer, *and* drinkers were simply offensive *to-him.*

PHRASEOGRAMS.

Exercise 61.

Read, copy, and transcribe.





Exercise 62.

Write in Shorthand.

(*a*) *Dear*-Sir:

Your-favor *of-May* 4th *has* just *come to us, and-in*-reply *we*-beg *to* say *the* tank *you* sold *us* last April does *all-you* claim *and-more. We-think-it remarkably* cheap, *nor do we-think-it* likely *we-shall* use *any other.*

Yours-truly,

(*b*) *Dear*-Sirs:

I-am-*in*-receipt-*of-your*-favor *of* July 27th, *and--in-reply* beg *to* enclose samples *of* Zephyrs *as near as I-can* get *to-your* shade. Trusting *these may* suit *you,*

Yours-respectfully,

(*c*) *Dear*-Sir:

We-have-your-favor *of-the* 10th, *and* regret-*the* trouble caused *you by-the* error *of-our* entry clerk. Please charge *us with-the over*charge *on-the* forty pieces.

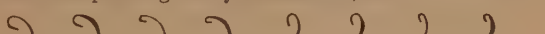
Respectfully-yours,

(*d*) Afraid, fraud, author, freed, differ, inner.
Owner, honor, banner, fisher, primer, aimer.
Bunker, anger, shrewd, shroud, shrank, shrub.
Flash, flavor, flax, flask, flap, flank.
Bushel, muffle, grapnel, approval, shrivel.
Flipper, reproval, hopeful, heedful, mindful.
Tanner, dinner, joiner, liner, fragile, freckles.
Driver, drover, shovel, thinner, vainer, froth.

LESSON 14.

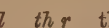
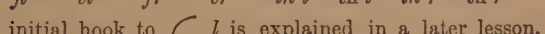
INITIAL HOOKS TO CURVES (Concluded).

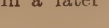
64. The curves ⌒ *r* and) *s*, not being hooked for *l* or *r* (see paragraphs 61 and 62), are hooked to provide extra forms for *fl* and *fr*, and *th l* and *th r* respectively, the signs thus obtained being thickened for the corresponding heavy consonants; as



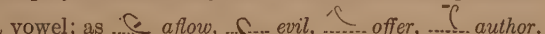
fl *vl* *fr* *vr* *th l* th *l* *th r* th *r*

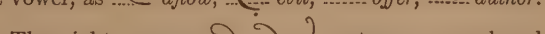
The initial hook to ⌒ *l* is explained in a later lesson.

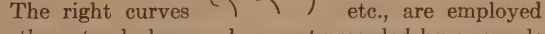
65. (*a*) The left curves for  etc., are employed when they *stand alone* and are preceded by a vowel; as  *aflow, evil, offer, author.*

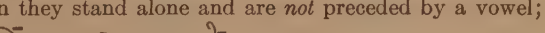
(*b*) The right curves  etc., are employed when they stand alone and are *not* preceded by a vowel; as *flow, free, throw.*

66. When joined to another stroke consonant, the form is used which gives the better joining. The following illustrations will serve as a guide to the students: *flap, flighty, fledge, fluffy,*

 *floor, flake, flag, flame,*

 *arrival, muffle, rival, inflame,*

 *Fred, average, froth, Jefferson, verb,*

 *freak, throb, Dover, coffer,*

laugher

Exercise 63.

Read, copy, and transcribe.

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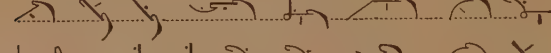
6 

7

GRAMMALOGUES.

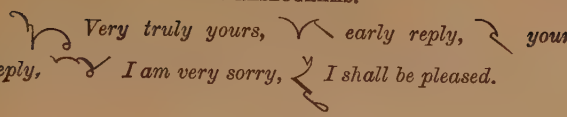
from, *very*, *however*, *they are*, *their*, *there*, *through*, *therefore*, *principle*, *principal-ly*, *liberty*, *member* or *remembered*, *number-ed*.

Exercise 64.

Write in Shorthand.

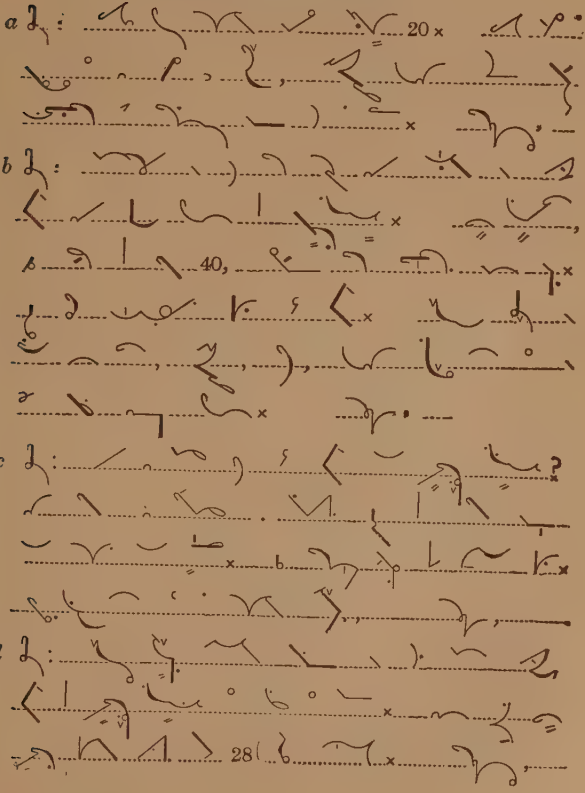
1. *It-was*, *however*, *through their principal member the* firm *was able to* secure *the* business *in* leather.
2. *They-are* likely *to*-succeed.
3. *It-is very* true, *but it*-seems almost incredible *there--should-be* such *a large-number of-members in-the* club.
4. *I-shall-be at liberty to*-morrow *from* five o'clock *to* six, *and-I-shall*, *therefore*, *be*-pleased *to see-you if-you-can give me a call at-my house.*
5. *I-remember-the* cases, *and-they*-were *numbered* 25 *to* 40.
6. *I-have*-seen-*the* packer, *too*, *and he remembered-the numbers* easily.
7. *He* agrees *with me*, *and you-may*, *therefore*, take-*the numbers as* right.
8. *They-are very* easily *remembered.*

PHRASEOGRAMS.



Exercise 65.

Read, copy, and transcribe.



Exercise 66.

Write in Shorthand.

1. Novel, snivel, hovel, ruffles, influx, snowflake.
2. Phrase, phrases, phrased, paraphrase, freeze.
3. Thrice, thrusts, tethers, gathers, throngs, wafer.
4. Bather, bother, Arthur, clever, cleverly, cleverness.
5. Reefer, briefer, belfry, craver, rover, Bethel.
6. Lethal, breather, recover, cleaver, clover.
7. *Go* right *through-the principal* avenue, *and you*-will--*see Mr.* Parker's *house by-the* side *of-the* river.
8. Follow *the principles of-liberty through* life, *and you*-will-*be a* true citizen *and a* worthy *member of* society.
9. Look *your* trouble bravely *in-the* face, *and you*-will *very*-likely discover *a way to* conquer *it, however* severe *it-may*-seem *at-the first.*
10. *Remember, he who* wavers *in-his* resolve *is al*ready *half* lost. *Your* aim *is to*-succeed *in-your* lessons. *Therefore, be very* firm, *and go through-the* exercises set *for-you as*-well-*as you-can. They-are specially* devised *for-you.*
11. *Do-you remember-the number of Mr.* Frederick's room *at-the* Waverley Hotel ?
12. *I-know-the* price *was* $5.
13. *The* frivolous clerk *was much* flurried *on-the* arrival *of-his* employer. *He should remember there-is a* time *for everything, and-it-is* wrong *to* trifle *during* business *hours.*

LESSON 15.

CIRCLES AND LOOPS PREFIXED TO INITIAL HOOKS.

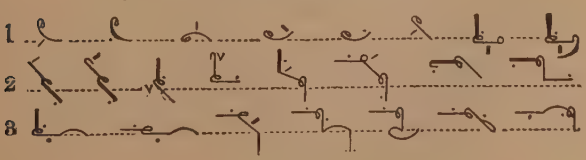
67 The circle *s* is prefixed to hooked curves and to straight consonants hooked for *l*, by writing the circle *inside the hook;* thus *cipher,* *decipher* *sever,* *dissever,* *signer,* *designer,* *civil,* *peaceful,* *sable,* *disable,* *settle,* *pedestal,* *sickle,* *bicycle.*

68. The circles *s* and *sw* and the loop *st* are prefixed to straight consonants hooked for *r*, by writing the circle or loop on the *same side as the hook*, so that the circle or loop may be supposed to include the hook; thus *upper,* *supper,* *sweeper,* *steeper,* *prosper,* *eater,* *sitter,* *sweeter,* *stouter,* *destroy,* *ochre,* *soaker,* *stoker,* *swagger,* *jack-screw.*

69. When a circle and hook occur medially *at an angle*, both circle and hook *must be shown;* thus *pastry,* *clasper,* *extra,* *mistrust,* *lustrous,* *reciter,* *listener.* When or follows *t* or *d*, it is written thus: *Tasker,* *tusker,* *disgrace.*

Exercise 67.

Read, copy, and transcribe.



4

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6

GRAMMALOGUES.

strength, *try*, *truth*, *true*, *chair*, *cheer*, *larger*, *journal*, *children*, *largely*, *care*, *sure*, *pleasure*, *surprise*, *surprised*.

Exercise 68.

Read, copy, and transcribe.

1

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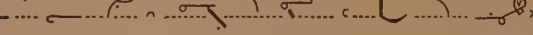

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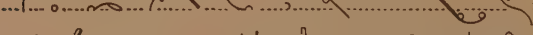


PHRASEOGRAMS.

I can assure you, *I regret*, *I am surprised*.

Exercise 69.

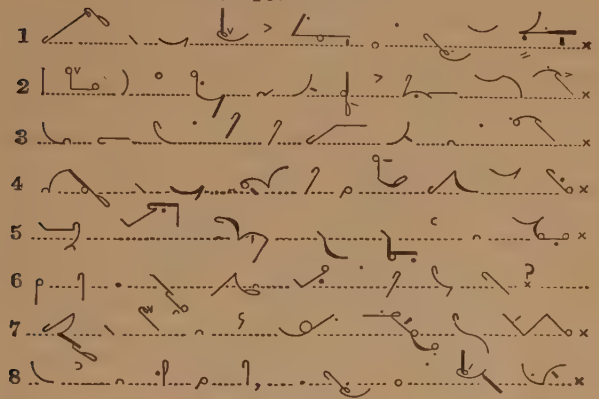
Write in Shorthand.

Dear-Sir: *In*-reply-*to-your*-favor *of-the* 14th, *your* cycles *shall-be-delivered as* early *next* month *as I-can*

possibly get *them out.* *I*-regret *I*-am-unable *to-deliver* sooner, *and I-can*-assure-*you it-would-be a pleasure to* oblige-*you if*-possible. *I*-am-*surprised to know you have* still *to see-the* new saddles, *and-I*-am mailing *you half a* dozen samples *to*-day. *Yours-respectfully,*

Exercise 70.

Read, copy, and transcribe.



Exercise 71.

Write in Shorthand.

1. Noticeable, stater, stager, stitcher, stutter.
2. Passable, classical, blissful, displace, rasper.
3. Deceiver, expresses, satchel, suckle, supplies.
4. Safer, sever, sufferance, upspring, supersede.
5. Scribe, suitor, streak, spruce, straw, strays.
6. Sadder, supreme, string, scraper, strainer.
7. *We-are*-sorry *to-have to* destroy *the* claim.
8. *I*-am-*surprised you-should* suppress *it.*
9. *I-can*-assure-*you I-have* seldom seen *him.*
10. *I*-regret *to see so* strong *a* case *on-the other*-side.
11. *It-may-be a* struggle, *but-we-shall* scramble *through.*
12. *I*-am-*sure you would-do nothing* dishonorable.

LESSON 16.

N AND *F* HOOKS.

70. A small final hook, written in the *same* direction as that taken by the hands of a clock, adds *n* to any straight consonant; thus *pain*, *tone*, *chain*, *coin*, *run*, *won*, *hen*.

71. A small final hook, written in the *opposite* direction to that taken by the hands of a clock, adds *f* or *v* to any straight consonant; thus *pave*, *tough*, *chafe*, *cough*, *rough*, *wove*, *heave*.

72. A small final hook, written *inside* the curve, adds *n* to any curved consonant; thus *fain*, *oven*, *thin*, *thine*, *assign*, *zone*, *ocean*, *mine*, *known*, *loan*, *earn*.

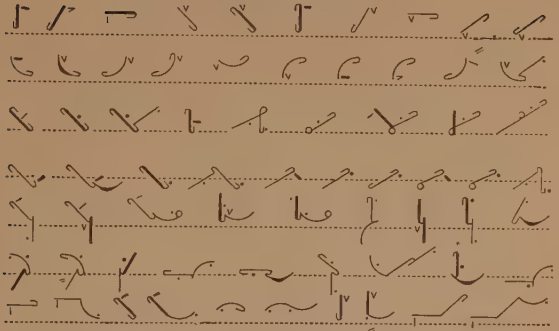
73. The *n* and *f* hooks may be employed medially when they join easily with the following stroke; thus *punish*, *training*, *coining*, *runner*, *paving*, *deafness*, *chafing*, *refer*.

74. A hook at the end of a word is always read *last;* so that when a word ends with a *sounded vowel*, a stroke consonant must be written; thus *pony*, *deny*, *honey*, *puffy*, *coffee*, *funny*, *shiny*, *money*. The student should refer again to paragraph 55, when he will see that what is there said with regard to *vowel indication* applies to the present paragraph also.

75. Final *r*, when hooked, is generally written *upward*, as *born* *turn*, *adjourn*, *corn*, *turf*, *scarf*.

Exercise 72.

Read, copy, and transcribe.

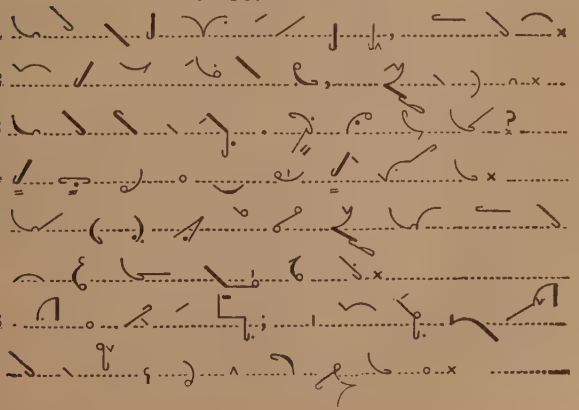


GRAMMALOGUES AND CONTRACTIONS.

happen, *upon,* *been,* *had been,* *done,*
down, *general-ly,* *often,* *Phonography,*
phonographer, *phonographic,* *have been,*
within, *southern,* *northern.*

Exercise 73.

Read, copy, and transcribe.



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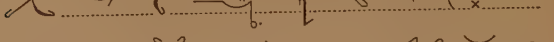
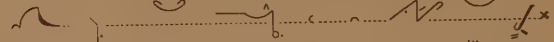
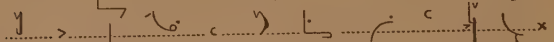
9 

10 

11 

PHRASEOGRAMS.

referring to your favor, *referring to yours,* *enclose-d herewith,* *best class.*

Exercise 74.

Write in Shorthand.

(*a*) *Mr.* David Green, Lincoln Hotel, Brooklyn, *N. Y.*

Dear-Sir: Referring-*to-yours of-the* 24th June, *we--are*-pleased *with-the* proof *of-your* activity, *and*-trust *your* Brooklyn visit *may* turn *out* even *more* profitable than *you* imagine. *We-are* mailing *you to*-day *the* sample *of* linen napkin *for-which-you* ask. *We*-enclose-herewith *a* small length *of* fancy satin ribbon, *which-you*-will-please add *to--your-other* samples. *We should* like *you to*-make *a special call upon* Thornley *&* Craven. *We-have-done nothing with--them* since *you* were *down there* last-*year, and-we happen to know their general* business *is remarkably* brisk just-now.

Yours-truly,

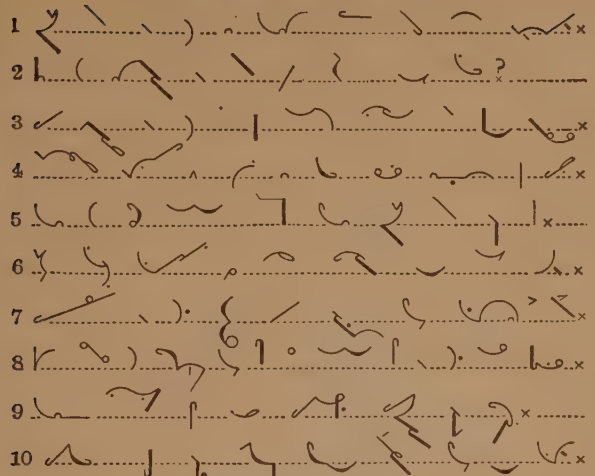
(*b*) *Mr.* Henry Canning, Orange, N. J.

Dear-Sir: *We-have-your*-favor *of-the* 11th, *and-in--*reply *we-have-the-pleasure to* enclose-herewith price-list *of-our* new "Milton Flyer" sewing machine, *a* machine *which-is* far *in* advance *of any* make *we-have-ever* sold. *The* cheap machine *to-which-you*-refer *is a* foreign one, *which--we* decline *to*-keep *in* stock. *We* prefer *to* offer *nothing but-the* best-class. *Our* local agent *is very often near your--*place, *and-we-shall* ask *him to-call-upon you and* explain *more* fully *all-we* claim *for-the* "Milton Flyer."

Respectfully-yours,

Exercise 75.

Read, copy, and transcribe.



Exercise 76.

Write in Shorthand.

1. Wooden, maintain, bacon, taken, spoken, restrain.
2. Abandon, banish, opening, winner, millinery.
3. Cuff, buff, dove, chief, rave, calf, serf.
4. Striving, driving, provoke, defeat, davit.
5. Balloon, Japan, flown, kitchen, coffin, disdain.
6. Syphon, saloon, none, spurn, marine, churn.
7. *If-you*-labor *beyond-your strength you*-will-*have to see-the doctor.*
8. Ask *your* cousin Fanny *to* favor *us with a* song.
9. *I*-am-*sure you*-will like *Phonography when you* begin *to*-learn *it.*
10. *Would you care to*-take-*the-chair at-the* gathering ?
11. *I-think-the General was within his* rights.
12. *We often go down to see Dr.* Sutton *at-the* beach.

LESSON 17.

CIRCLES AND LOOPS ADDED TO FINAL HOOKS.

76. A circle or loop is added to the hook *n* attached to *straight* consonants, by writing the circle or loop on the *same side* as the hook; thus *Dan*, *dance*, *dances*, *danced*, *Dunster*.

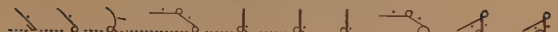
77. A *medial* circle represents *s only;* so that when *ns* occurs in the middle of a word, both letters *must be shown;* thus *dancer*, *Spencer*, *ransom*, *winsome*, *pencil*, *density*, *cancer*, *fencer*, *rancid*, *ransack*.

78. The circle *s* is added to the hook *f*, and to the hook *n* when attached to *curved consonants*, by writing the circle *inside the hook;* thus *paves*, *doves*, *cliffs*, *serves*, *fines*, *frowns*, *moans*, *loans*.

79. The sign *ns* is used to represent the *light* sound of *ns* after a *curved* consonant; thus *Vance*, *romance*. The effect of this rule is that the outlines for related words of this class are kept regular in construction; thus *mince*, *minces*, *minced*, *mincing*, *fence*, *fences*, *fenced*, *fencing*, *lance*, *lances*, *lanced*.

Exercise 77.

Read, copy, and transcribe.

1 

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Grammalogues and Contractions.

approve, *behalf,* *above,* *out of,* *advantage,* *difficult,* *difficulty,* *which have,* *suggestion,* *suggestive,* *one,* *opinion,* *altogether,* *together,* *insurance*

Exercise 78.

Read, copy, and transcribe.

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PHRASEOGRAMS.

at once, *first class*, *for the first time*, *from first to last*, *in the first place*.

Exercise 79.

Write in Shorthand.

(*a*) *Mr.* Graves *has*, *from-first-to*-last, *given* preference *to-the* new scheme *of insurance for* private residences. *It-is a first*-class office, *and*, *if-you approve*, *he*-says *it-would-be an advantage for-you to*-take--*out a* policy now. *There-is-nothing difficult to* arrange, *and you*-will-*have-no-difficulty in* obtaining references, *should you* desire *them*.

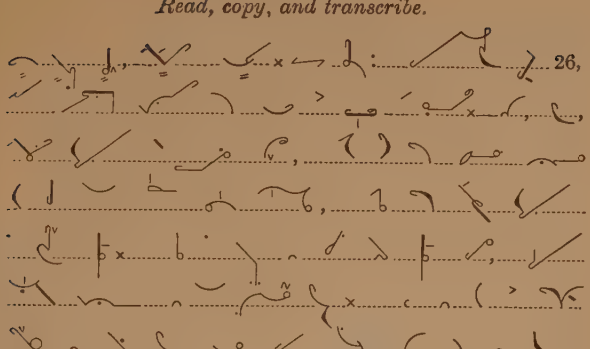
(*b*) *It-is*, *above all*, necessary *to*-exercise vigilance *in-the* avoidance *of* risk *in-this insurance* business, *and*--*with all* deference *to Mr.* Graves, *I* disagree *with*--*his opinion*. *In-the-first*-place, *he-is* wrong *in* placing *all-his* risks *in-one* office; *and*, then, *for*--*the-first*-time *during-the years I-have*-known *him*, *he-has*, *in-this*-instance, dispensed *with-the care he usually* displays. *I-think he-is altogether* wrong.

(*c*) *It* remains *to be*-seen *how-the* lancer behaves *with-the* reserves. *If-he* swerves *from-the* right, *he*-will--*have to put up with-the* rebuffs *of-his* fellows. *He* deserves success, *and-if-he* observes *what I-have* advised *him*, *and* proves *his* bravery, *he*-will soon win *it*.

(*d*) *The* substance *of-the* charge against *the youth was* gone into, *and-it-was* shown *he-was* merely guilty *of* imprudence. *Up to-the* spring, *he had* borne *a first*-class name. *We*-were *together at-the* review.

Exercise 80.

Read, copy, and transcribe.



Exercise 81.

Write in Shorthand.

1. Bounce, bounced, bounces, trounce, trounced, trounces.
2. Bronze, bronzed, bronzes, prance, pranced, prances.
3. Hence, clowns, cleansed, cleanses, distance, distances.
4. Alliance, flounce, flounced, flounces, affianced, silenced.
5. Cleaves, grooves, starves, motives, sheriffs, tariffs.
6. Thrones, zones, lens, refrains, shuns, veins, nouns.
7. *Mr.* James Burns,

Dover, Del.

Dear-Sir:

We ask *your* acceptance *and* perusal *of-the* enclosed price-list *of first*-class wines *from* American grapes, *which-we-are*-now ready *to* offer *our* patrons *at*--prices far below *those usually* paid *for* foreign wines. *Our* customers *have our* assurance *as-to-the* purity, flavor, *and general* excellence *of-these* wines, *and-they*--*may* place *the* utmost reliance *on our* guarantee. *It*--*has-been our* aim *from-first-to*-last, *to*-maintain *a* name *for* wines *of-the* finest flavor, *and-we-believe we*--*have-done this*. *May-we deliver-you a* sample case?

Yours-respectfully

LESSON 18.

REVIEW.

80. The last six lessons may be summarized as follows:

(*a*) The hooks *l* and *f*, when attached to *straight* letters, are written in the *opposite direction* to that taken by the hands of a clock; as *bluff*, *cliff*.

(*b*) The hooks *r* and *n*, when attached to *straight* letters, are written in the *same direction* as that taken by the hands of a clock; as *brain*, *crown*.

(*c*) The hook *l*, when attached to a *curved consonant*, is a *large initial hook; as* *fled*.

(*d*) The hooks *r* and *n*, when attached to a *curved consonant*, are *small hooks;* as *frown*, *shrine*.

(*e*) The sign represents the sounds *ng-kr*, or *ng-gr;* as *banker*, *finger*.

(*f*) When standing alone, the left curves are used *if a vowel precedes*, and the right curves if a vowel does *not* precede; as *offer*, *author*, *aflow*, *fray*, *throw*, *flow*.

(*g*) As a rule, the *right curves* etc., are joined to strokes written *towards the right*, while the *left curves* etc., are joined to strokes written *towards the left;* as *wafer*, *waver*, *Jeffrey*, *average*.

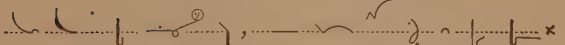
(*h*) The circle *s* is prefixed or affixed to *hooked curves* and to *straight letters* hooked for *l* or *f*, by writing the circle *inside the hook;* thus *suffer*, *moans*, *supply*, *griefs*.

(*i*) A circle or loop is prefixed or affixed to a straight letter hooked for *r* or *n*, by writing the circle or loop on the *same side as the hook;* thus *strains*, *stoker*, *dance*, *dances*.

(*j*) A final hook, like a final circle or loop, is always *read last;* thus *brawn*, but *brawny;* *brave*, but *bravo*.

Exercise 82.

Read, copy, and transcribe.

1 

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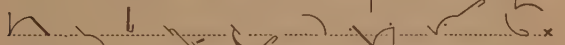
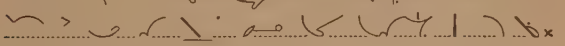
3 

4 

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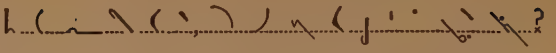
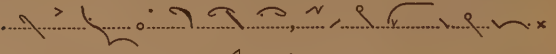
12 

13 

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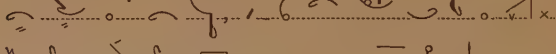
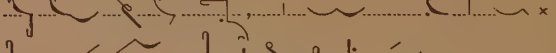
15 

16 

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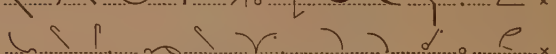
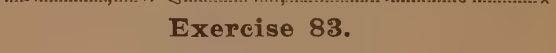
18 

19 

Exercise 83.

Write in Shorthand.

1. *Shall you be in New York this year or next?*
2. *Has your young* brother *done anything with-the* French *language?*
3. *How-much is owing on-the things you* bought *from* Cliffs?
4. *Do-you know anything at-all of-the remarkable Mr.* Vance?
5. *Do-you think Mr.* France *can be influenced in-his-*favor?
6. *I-*am almost *sure your Mr.* Bright *is a mere* fraud.
7. *I-think-it-is most-*likely *I-shall-be down on-the first of* June.
8. *Our* picnic takes-place *as usual on-the first of next* month.
9. *Do-you think-you-are* likely *to-come?*
10. *I-shall call and see-you myself when-the* time *comes near.*

11. *Oh, yes, we-shall* provide *the* music *ourselves, as-is usual.*

12. *I-saw-the* truck *at-the* door *half an hour ago.*

13. *We-have-your*-favor *of* August 10th, *and-we-thank-you for-your* early-reply.

14. *Dear*-Sir:

Please favor *us with a* copy *of-your*-latest list *of* books suitable *for* prizes, *and*-oblige.

Yours-truly,

15. *Dear*-Sir:

I-am-*in*-receipt-*of-your*-favor *of*-Wednesday, *and*--*in*-reply beg *to* enclose-herewith copy *of-our* list *of* new books.

Respectfully-yours,

16. *Dear*-Sirs:

In-reply-*to-your*-favor *of*-March 30th, *I*-regret *very-much the* delay *in-the delivery of-your* candies *and*--preserves. *I-have-had a* breakdown *in-the* machinery, *and* hence *the* delay. *I*-trust *you*-will-favor *me with your* indulgence *for a* few-days *more.*

Yours-respectfully,

17. *Dear*-Sir:

I-have-yours of-the 16th, *and-I-shall-see to-the* dispatch *of-the* books *in*-time *for-your* purpose. *I*-am--pleased *to know you have-had a* busy season.

Yours-truly,

LESSON 19.

SHUN HOOK.

81. A *large* final hook expresses the light or heavy sound of *-tion* (shun), however spelled. The *shun* hook is written:

(*a*) *Inside* curves; thus *fashion*, *invasion*, *nation*.

(*b*) On the *right* side of simple (that is not hooked or circled) *t*, *d*, or *j*; thus *rotation*, *dictation*, *addition*, *logician*.

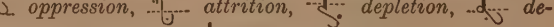
(*c*) On the side *opposite to the last vowel* when added to a simple straight stroke *other than t*, *d*, or *j*; thus *diction*, *education*, *passion*, *option*, *occasion*, *action*.

(*d*) On the side *opposite to the hook or circle*, when added to a hooked or circled straight stroke; thus *oppression*, *attrition*, *depletion*, *deception*, *suction*, *discussion*.

(*e*) *Away from the curve*, when added to *k* or *g* springing from the curves *f*, *v*, or *upward l*; thus *fiction*, *navigation*, *location*, *selection*. The circle *s* is added thus: *portions*, *operations*.

Exercise 84.

Read, copy, and transcribe.

1 

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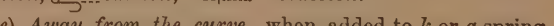
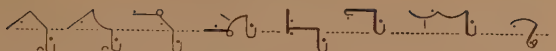
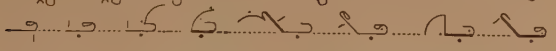
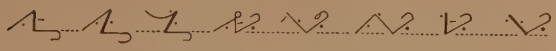
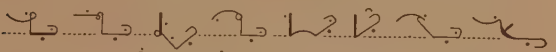
3 

4 

5 

6 

7 

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CONTRACTIONS.

architect-ure-al, neglect-ed, prospect, object-ed, subject-ed, expect-ed, unexpected-ly, respect-ed, suspect-ed, inspect-ed-ion.

Exercise 85.

Read, copy, and transcribe.

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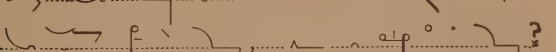
2 

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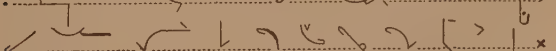
4 

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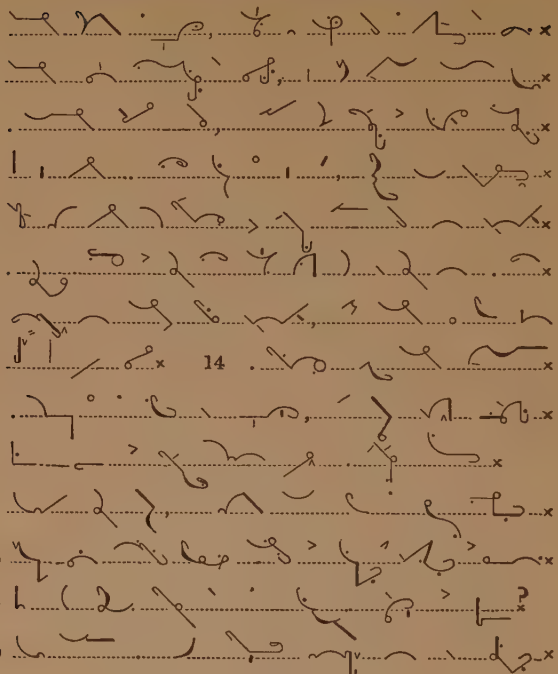


Exercise 86.

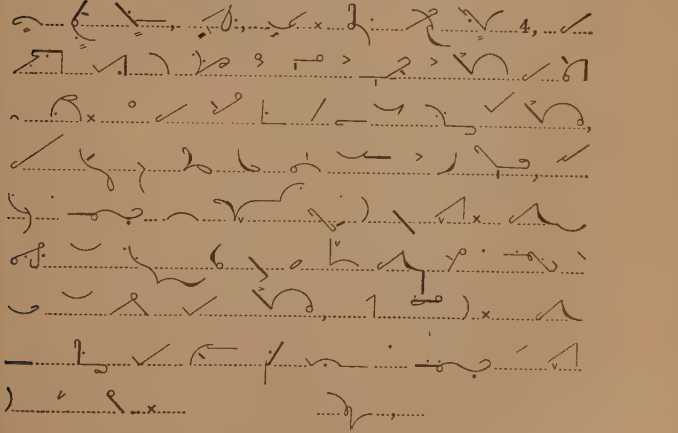
Write in Shorthand.

1. *If-you suspect-the truth of-the architect's* assertion, *go and see-the* erection.
2. *If-you neglect to object to-the* trespass, *you*-will-*have difficulty with-the* prosecution.
3. *You-should call unexpectedly and see them.*
4. *Is there any prospect of-the subject* being taken *for* discussion *in-the next* session?
5. *Does-the principal expect-the* infection *to* spread?
6. *By whose* authority *was-the* auction carried *on?*

7. *This-is-the first* intimation *I-have-had of-the* affair.
8. *You*-will-*have to put* off-*the* recitations *till-the inspection is over.*
9. *If-you have-no respect for-the*-man *you had* better take exception *to-his* inclusion.
10. *The* degradation *was unexpected, and-I-think-you--should* offer some reparation *for-your* implication.
11. Now *is-the* time *to* prove your affection *for-the neglected architect.*
12. *The subject has a* strange fascination *for a* man *of* resolution *who-has* also *a* taste *for* invention.
13. Tension, retention, population, designation.
14. Citation, sections, aggression, visitation, station.
15. Avocations, invocation, afflictions, flotation.
16. Capitation, repetition, editions, rations.
17. Apparition, extractions, aspirations, visions.
18. Visionary, commissioner, divisional, educational.

Exercise 87.

Read, copy, and transcribe.



Exercise 88.

Write in Shorthand.

Mr. John Benson,
Lancaster, Maine.

Dear-Sir·

We-are-in-receipt-*of-your*-favor *of* June 28th, *and--we* regret *it-is out-of-our* power *to*-make *any* reduction *in-the*-price *for-the* installation *of-the* gas engines. *We--have* gone *over-the* specifications again, *with-the* view *of* acceding *to-your wishes if*-possible, *but-the* inclusion *of a number of* severe restrictions *by-the architect* forces *us to-the* retention *of-the* price already *given. We-think on* reflection *you*-will-*see there-is every* reason *for our* prices, *and-we*-trust *to*-receive-*your* commission *to*-proceed *with--the* job.

Respectfully yours,

LESSON 20.

SHUN HOOK (Concluded).

82. The sound of *shun* is expressed after the circle *s* by a *small hook*, formed by continuing the circle on the *other side* of the stroke; thus *position*, *dispensation*. A third-place vowel between the circle and the *shun* hook is expressed by the vowel-sign being written outside the hook; thus *physician*, *transition*. When the hook is left unvocalized a second-place vowel is to be read between the circle and *shun;* thus *possessions*, *sensation*. First-place vowels do not occur between *s* and *shun*. The circle *s* may be added to the hook, as in the preceding examples.

83. When a diphthong and a vowel occur between *shun* and the preceding consonant, the stroke *sh* and the hook *n* are written, and *not* the *shun* hook; thus *situation*, *tuition*. This does not apply to such words as *punctuation*, *perpetuation*, where, in order to avoid an awkward outline, the large hook may be taken to represent *-uation*.

Exercise 89.

Read, copy, and transcribe.

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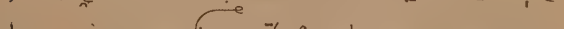
4 

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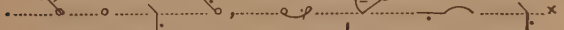
6 

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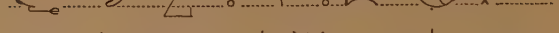
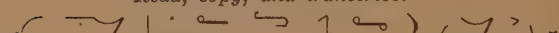
8 

GRAMMALOGS AND CONTRACTIONS.

signify-ied-ficant, *significance*, *signification*, *insignificant*, *insignificance*, *subscribe-d*, *subscription*, *balance*, *balances*, *balanced*, *delivcrance*, *knowledge*, *acknowledge*.

Exercise 90.

Read, copy, and transcribe.

1 

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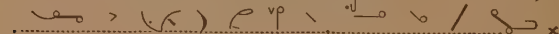
3 

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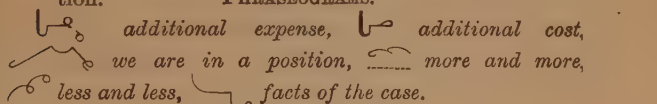
Exercise 91.

Write in Shorthand.

1. *If-you wish to subscribe*, please *signify the* same.
2. *The* fact *of-the* authorization *being* refused *was very significant.*
3. *We* hope *you see-the signification of-the insignificant remark.*
4. *The insignificance of-your subscription is sure to*-raise *a* commotion.
5. Please *acknowledge-the* receipt *of-the* book *on* taxation.

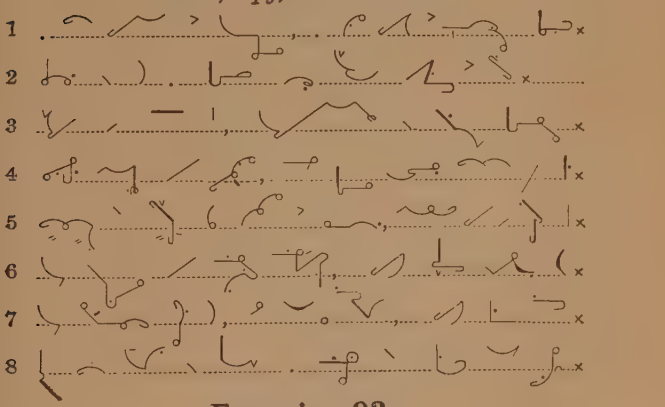
6. *Have-you any knowledge of-the* people *who* superscribe *the* register?
7. Some *of-the* superscriptions are scarcely legible.
8. *Are you in a* position *to subscribe to-the* society?
9. *Have-you*-read-*the* depositions, *and what-do-you think of-the* accusation?
10. *Your subscription may* cause vexation *and a* sensation.

PHRASEOGRAMS.



Exercise 92.

Read, copy, and transcribe.



Exercise 93.

Write in Shorthand.

1. *What-do-you know of-the* facts-*of-the*-case?
2. *Are you* ready *to-go to any* additional-expense *in-the*--case?
3. *You-must-remember the* additional-cost *may-be* heavy.
4. *We-are-in-a*-position *to*-prove *the valuation was* unfair.

5. *We-have a very* strong suspicion *of-the* Prussian's motives.
6. *If-you-can tell us-the* date *of-the first* petition, *it-may* assist *us to* form *a* decision *on-the* facts-*of-the*-case.
7. *We*-suppose *there-was a* succession *of* petitions *at-the* instigation *of-the* Prussian.
8. *We-think, from-the* depositions, *the* man's *language is* actionable.
9. *We see no* extenuation *for-his* line *of* action.
10. *If-you call to*-morrow, *we-can* review *the* situation.

Exercise 94.

Write in Shorthand.

Mr. G. E. Goschen,
Syracuse, *N. Y.*

Dear-Sir:

I-desire *to-call your* attention *to-the balance of* $9.04, due *by-you to-the* New Dictionary Agency *for* commission *over*paid. *You have* already *had a* thorough explanation *of-this balance from Mr.* Reeves, *and you-are, therefore, in* possession *of-the* facts-*of-the*-case. *I-can see no* reason *why you-should* refuse *to* settle-*the* claim, *and-I*-trust *to*-receive *a* remittance *by* return mail.

Yours-truly,

Mr. Harry Jones,
Albany, *N. Y.*

Dear-Sir:

On-the 20th *of* August *you*-wrote *us to* say *we-had* invoiced ten gross escutcheons *at* $2.00 per gross, *in*-place *of* $1.75, *which-you* said *was-the* price *given by-our* agent. *We-have-had our* salesman's price-list *in for* examination, *and-we see there-is-no*-such price *as* $1.75 *for*-*the-number-of* escutcheons *delivered to-you. In*-addition-*to-this, he*-says *he* sold none *at-all at-the*-price *you*-mention. *Your* supposition, *therefore, of an* error *in* invoicing *must-be* wrong, *and-we-must* decline *to* allow *you any* reduction.

Respectfully-yours,

LESSON 21.

COMPOUND CONSONANTS.

84. (*a*) A *large* initial hook adds *w* to *k* and *g;* thus *quick,* *Guam,* *request,* *sanguine.*

(*b*) A *small* initial hook adds *w* to *upward l,* while a *large* initial hook adds *wh* to the same letter; thus *wile,* *while,* *wail,* *whale,* *weal,* *wheel.*

(*c*) *Thickening* a *downward l* or *r,* adds *r* to these letters; thus *fowler,* *scaler,* *sharer,* *snorer.*

(*d*) *Thickening m* indicates the addition of *p* or *b;* thus *pump,* *bamboo,* *empire,* *embalm;* but when *l* or *r immediately* follows *mp* or *mb,* the simple is written; thus *employ,* *impress,* *emblem,* *embrace.*

(*e*) *Enlarging* the initial hook of *w,* indicates the addition of the aspirate *h;* thus *whistle,* *whisk,* *whip,* *whirl.*

(*f*) The compound consonant may be hooked for *r;* thus *scamper,* *slumber,* *clamber.*

85. The initial hook in *wl* and *whl* is read *first;* so that if a vowel *precedes w,* the stroke must be written, and not the hook; as *awhile.*

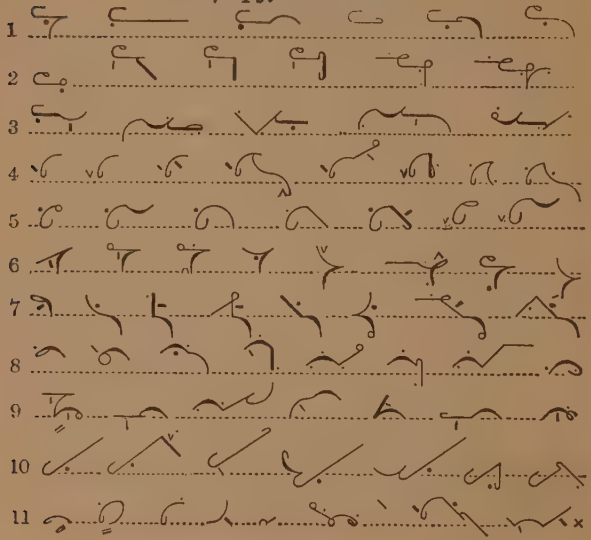
86. The compound consonants *ler,* *rer,* must *not* be employed when a vowel follows the *r;* so that the separate consonants are written in such words as *raillery,* *foolery,* *aurora,* etc.

87. The remaining compound consonants of this series are vocalized like the single consonants, as in the examples given above.

Letter.	*Character.*	*Name.*	*As in*
KW		kwā	*qu*ick, re*qu*est
GW		gwā	*gu*ava, lin*gu*al
WL	(up)	wel	*wa*il, un*well*
WHL	(up)	hwel	*wha*le, *whel*p
LR	(down)	ler	fee*ler*, nai*ler*
RR	(down)	rer	poo*rer*, sha*rer*
MP, MB		{ emp } { emb }	ca*mp*, *emb*alm
WH		hwā	*wh*ere, *wh*isk

Exercise 95.

Read, copy, and transcribe.



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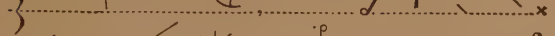
14 

15

GRAMMALOGUES AND CONTRACTIONS.

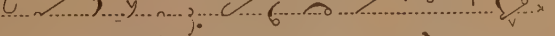
will, while, important-ce, improve-d-ment, impossible, improves-ments, whether, unquestionable-y, yesterday, January, February, November, United States.

Exercise 96.

Read, copy, and transcribe.

1

2

3 

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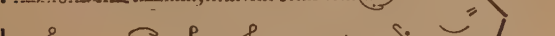
5 

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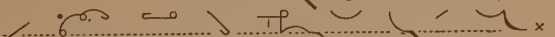
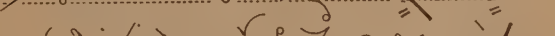
7 

8 

Exercise 97.

Write in Shorthand.

1. *It-will-be impossible to* arrange such *important improvements for-the first* Monday *in February.*
2. *You see how important it-is for-you to see Mr.* Wheeler.

3. *I*-fear-*the importance of-the improvement will-be* lost sight *of in-the* hurry *of-the January* business.
4. *January will-be too near* Christmas; *we-must, unquestionably, have-the things done by November at-the* latest.
5. Please write *me whether you* prefer *to-come in January or in February.*
6. *While you-are-in* Boston, *it-will-be an unquestionable advantage for-you to-call on Mr.* Fowler, *and, as I*--said *yesterday, he-will-be-able to-tell-you-the* cost *of-the* proposed *improvement.*

Exercise 98.

Write in Shorthand.

Quinn & Fowler,
Quincy, Ill.

Dear-Sirs:

Will-you please express *to us as* quickly *as*-possible five gross small bottles *of-your* liquid glue? *We-are*--*surprised your* traveler *has* missed *us* since last *January. We*-suppose *he-has-been no*where *near our* town, *or he*--*would-have given us a call.*

*Yours-tru*ly,

Exercise 99.

Write in Shorthand.

1. Wolf, wolves, unwell, unwilling, willingness.
2. Wheels, where, whine, whisper, whisker.
3. Tearer, steerer, clearer, sneerer, borer, jeerer.
4. Scholar, foiler, viler, insular, chancellor.
5. Scamp, romp, shampoo, imbued, ambush.
6. Hamper, bequeath, quibble, quire, iniquity.
7. *We-are* mailing *you-the* stamps *to*-day.
8. *At-your*-request *we-will go to-the* inquest.
9. Where *can-we* obtain *a* ruler like *Mr.* Wiley's?
10. *If-you-are* unwell, *or* unwilling *to-go, you-may* stay away.
11. *They ought to*-impose *a* heavy fine.
12. *He* struck *me with an* unwieldy bamboo.
13. *It-would-be* fairer *to* obtain *a* fresh shearer.

LESSON 22.

TICK AND DOT *H.*

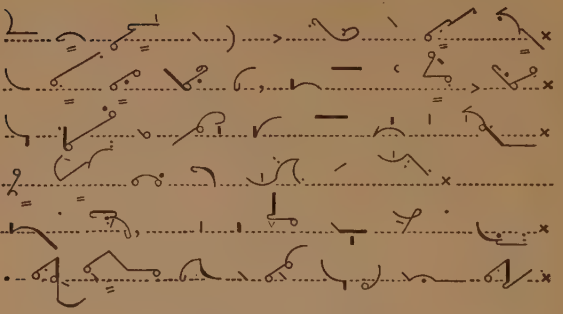
88. It has already been explained (paragraph 15) that the *downward h* is employed when *h stands alone* or is followed by a simple *k* or *g;* and that in most other cases the *upward* form of *h* is written. When the stroke *h* is used medially, care must be taken to write the circle of the *h* so that it cannot be mistaken for the circle *s;* thus *behave,* *adhere,* *unholy,* *unhook,* *Mohawk.*

89. The downward *h* is contracted to a mere *tick* before (upward) and , and before the heavy letters, and ; thus *home,* *hale,* *hair,* *hemp,* *hearer.* The tick is prefixed to only when they are followed by a final vowel, as *hussy,* *hazy.* Where convenient, the tick *h* may also be prefixed to a straight downstroke hooked for *r;* thus *Hebrew,* *hydra,* *hedger.* The tick *h* is always read *first,* and it is *never* used in the *middle* of a word. It may, however, be employed medially in *phrases;* thus *in her own,* *we have her own,* *of her,* *to her,* *to hear the.*

90. When the stroke *h* would be inconvenient, the aspirate may be expressed by a light *dot,* placed *before* the vowel which is to be aspirated; thus *manhood,* *loophole,* *misapprehension,* *downhill.*

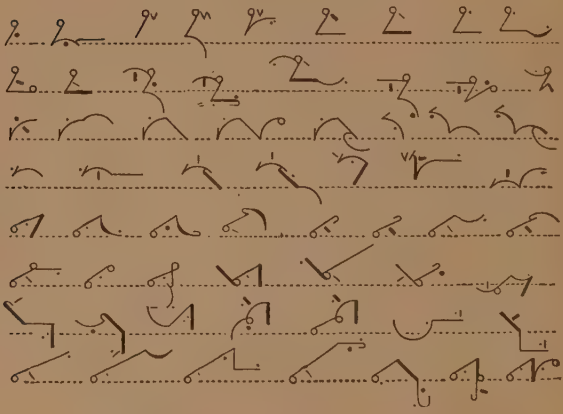
Exercise 100.

Read, copy, and transcribe.



Exercise 101.

Read, copy, and transcribe.



Exercise 102.

Write in Shorthand.

1. Hue, hoe, hoax, hock, hag, hogs.
2. Hall, hull, helper, heal, whole, wholesome.
3. Hire, hirer, herb, hark, hearty, harness.
4. Whom, humane, humanity, hemp, hempen.
5. Hussy, heater, hitherto, hyperbole.
6. Upholster, incoherence, adhesion, boyhood.

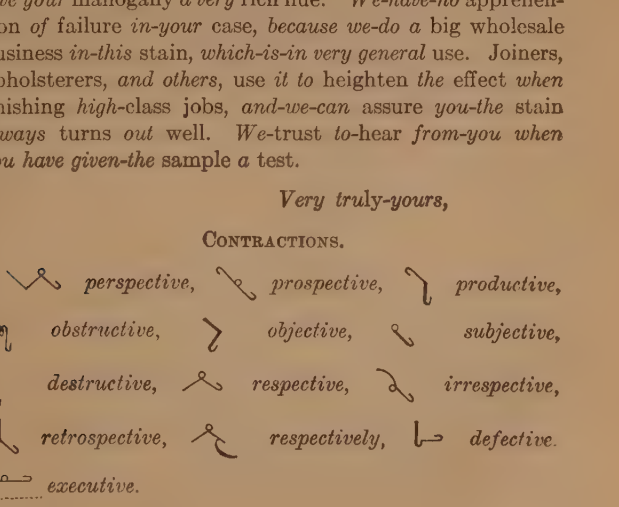
7. *Mr.* Henry Hopkins,
Austin, Tex.

Dear-Sir:

In-reply-*to-your*-favor *of January* 8th, *we-have-the--pleasure to* enclose-herewith sample *of a* stain *which-will give your* mahogany *a very* rich hue. *We-have-no* apprehension *of* failure *in-your* case, *because we-do a* big wholesale business *in-this* stain, *which-is-in very general* use. Joiners, upholsterers, *and others*, use *it to* heighten *the* effect *when* finishing *high*-class jobs, *and-we-can* assure *you-the* stain *always* turns *out* well. *We*-trust *to*-hear *from-you when you have given-the* sample *a* test.

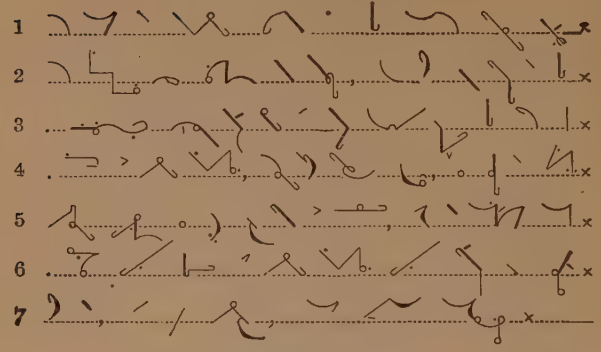
Very truly-yours,

CONTRACTIONS.



Exercise 103.

Read, copy, and transcribe.



Exercise 104.

Write in Shorthand.

1. *There-is-nothing* admirable *in-the obstructive ways of-the respective* parties, *and-they-are* both *given to retrospective* wisdom.

2. *You know your objective, and you see how* necessary *a knowledge of perspective will-be, if-you-are to-*please *the executive.*

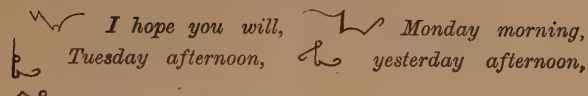
3. *They-*were *one and all* advised *to-give up their destructive ways, and to-*repair *the defective* property.

4. *The* speaker said *we-*were *all and each respectively* liable *to* prosecution, *if our* counsel *was productive of-*trouble.

5. *The subjective* test *was by-no-*means properly taken, *and-we-shall* ask-*the executive to* insist *upon a more* thorough examination, *irrespective of-the* teacher's *opinion.*

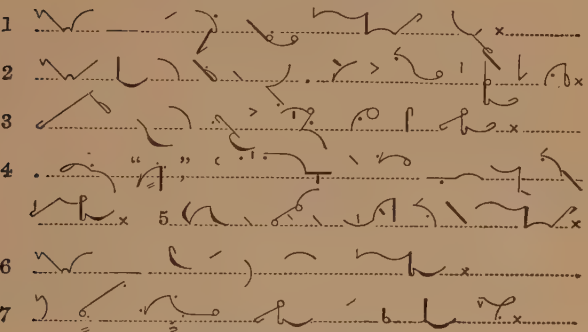
6. *The* sketch shows *the* man's possession *of* taste, *but it* also proves *his defective knowledge of perspective and a* lack *of-*training.

PHRASEOGRAMS.



Exercise 105.

Read, copy, and transcribe.



Exercise 106.

Write in Shorthand.

J. Heaton *&* Sons,
Omaha, Nebr.

Dear-Sirs:

I-beg *to* ask *your* attention *to-the* enclosed price--list *and* illustrations *of-my high*-pressure hydraulic pump, *and-I*-hope-*you-will*-favor *me by* a close examination *of-the* same. *Should there-be any* likelihood *of-your* being *in-this* neighborhood *during-the next* month, *I*-hope-*you-will give me a call, when I-shall-be happy to* show *you-the* new pruning hook *Mr.* Heaton spoke *of on* Tuesday-afternoon last.

Very-truly-yours,

LESSON 23.

UPWARD AND DOWNWARD *L*.

91. At the beginning of a word, *l* is generally written upward; but when *preceded* by a *vowel*, and *followed by a simple horizontal* letter, it is written *downward;* so that a downward *l* in such cases indicates the presence of an initial vowel; thus *alike*, but *like;* *along*, but *long;* *elm*, but *lamb.*

92. At the end of a word, *l* is generally written upward; but *after* , and *any straight upstroke*, it is written *downward if not followed by a vowel;* so that a downward *l* in such cases indicates the absence of a final vowel; thus *full*, but *fully;* *vale*, but *valley;* *scale*, but *scaly;* *squall*, but *squally;* *yell*, but *yellow.*

93. Final *l* is always written downward after and ; thus *nail*, *only*, *wrongly.*

94. The compound consonant *rer* is used where downward *r* may be used; thus *fair*, *fairer;* but *aspire*, *aspirer.*

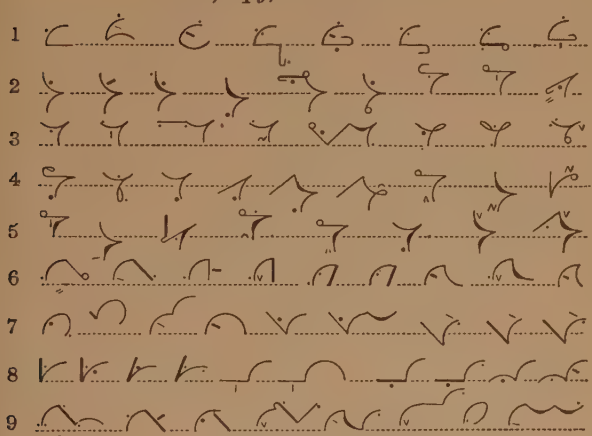
95. The compound consonant *ler* is used after those letters which would be followed by a *downward l;* thus *fuller*, *valor*, *scaler*, *squaller*, *ruler;* while the sign (*lr*) is used after those letters which would be followed by an upward *l;* thus

paler, tiller, jailer, cooler, molar.

The student should also refer again to paragraph 38.

Exercise 107.

Read, copy, and transcribe.

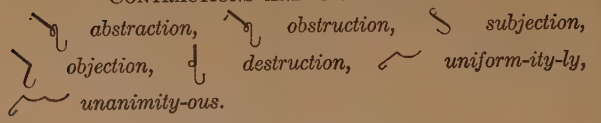


Exercise 108.

Write in Shorthand.

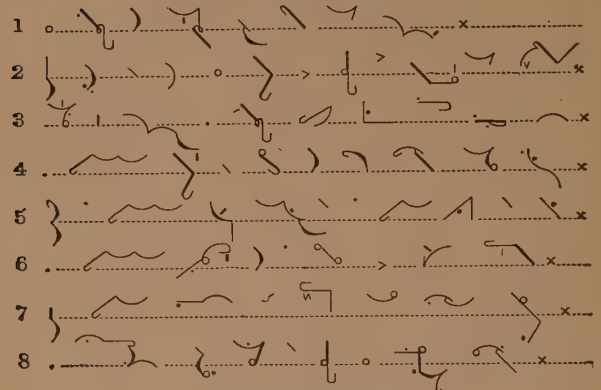
1. Elmira, Illinois, Alleghany, Allentown, Los Angeles.
2. Dansville, Knoxville, Jacksonville, Peekskill, Jonesville.
3. Newly, Manila, exceedingly, voiceless, facile.
4. Veal, admiral, yell, prevail, Seville, willingly.
5. Veil, fuel, fill, filler, foil, foiler, dual, Powell.
6. Deal, dealer, tall, taller, boil, boiler, pale, paler.
7. Atlanta, Alaska, Lincoln, Lancaster, Altoona.
8. Lexington, Lima, Milton, Toledo, Alpine, Salem.
9. Follow, volley, villa, rally, yellow, villain, felon.
10. Family, sickly, leisurely, loosely, Brazil, heavily

CONTRACTIONS AND GRAMMALOGUES.



Exercise 109.

Read, copy, and transcribe.



Exercise 110.

Write in Shorthand.

1. *What objection can you have to-the obstruction* proposed?
2. *We owe our* advance *to-the uniformity of-the* lessons.
3. *The subjection of-the* enemy *and-the destruction of-his* ships were-only possible *by* strenuous labor.
4. *His abstraction* led *to on obstruction on-the* line.
5. *We-are unanimous in-our-opinion as-to-the* loss *of-the* vessel.
6. *The uniformity of-his*-life led *to-his* election *as* head *of-the Executive.*

7. *I-hope-you-will* induce *them to*-remove-*the obstruction.*
8. *He* gave lessons *to-the* boy *in architecture and architectural* design.

Exercise 111.

Write in Shorthand.

E. Lawson *&* Sons,
Toledo, Ohio.

Dear-Sirs:

In-reply-*to-your*-favor *of* June 29th, *we*-enclose--herewith quotations *for* umbrellas *of-the* style *you*--require, *and-we*-feel *sure you-will* like both-*the* appearance *and-the*-prices. *We-believe our* umbrellas *and* parasols *are* unsurpassed *for* elegance *of* design *and* finish, *as*--well-*as for* length *of* wear. *They-are* immensely popular wherever *they-are* sold, *because of-the* excellence *of-the* make *and-the* reasonable prices *at-which they are* produced. *We should-be*-pleased *to-tell-our* traveler *to-call*--*upon you if-you* desire *it.*

Respectfully-yours,

Exercise 112.

Write in Shorthand.

The Ellison Bicycle Store,
Elmira, *N. Y.*

Dear-Sirs:

Referring-*to-your*-favor *of-the* 12th, *the* extra long seat pillar *for Mr.* Lonsdale's chainless bicycle *will-be* -ready *by* Friday-evening *at-the* latest, *and-will-be*--*delivered* early *on* Saturday-morning. *We-are* exceedingly sorry *to*-learn *of-the* trouble *you have-had through-the* delay, *but-we-can*-assure-*you it-is-impossible to* finish *the* job *any* sooner.

Very-truly-yours,

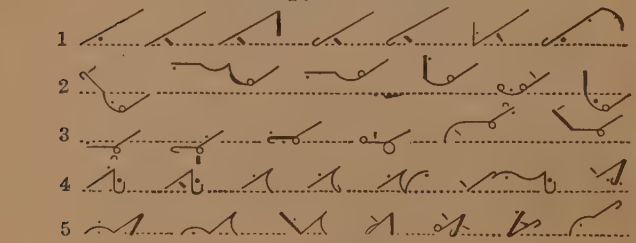
LESSON 24.

UPWARD AND DOWNWARD *R*.

96. The student has already learned (in paragraph **15**) the general rule for the use of the upward and downward forms of *r*, and he has seen (in the same paragraph) that the object of the rule is *vowel indication*. Where, however, this object can only be gained at the sacrifice of ease in writing, experience shows that it is better to make an exception to the general rule, to disregard the vowels, and to use the outline which is more easily written, and, therefore, conducive to speed. Accordingly, it was pointed out (in paragraph 49) that *upward r* is written *after* a *straight* upstroke, and *after* a curve and circle like or . The student is now desired to note that the *upward* form of *r* is also used, regardless of vowels, when it *precedes t, d, ch, j, th, kl, gl*, or *w*, and when it *follows ks, gs*, or *two descending* strokes; thus *closer*, *grocer*, *aright*, *arrayed*, *arch*, *urge*, *oracle*, *argal*, *Irwin*, *prepare*, *Shakespeare*, *trampler*. It will be remembered, too, that final *r* when hooked (paragraph 75) is generally written upward.

Exercise 113.

Read, copy, and transcribe.



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Exercise 114.

Read, copy, and transcribe.

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Exercise 115.

Write in Shorthand.

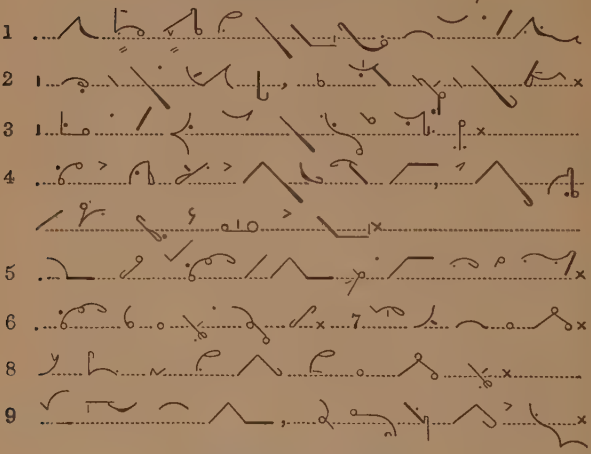
1. Aspire, aspiration, debar, tippler, arranger, battler.
2. Adhere, mirror, career, ware, beware, unaware.
3. Taxer, glazer, adviser, grocery, answers, razor.
4. Burn, morn, yarn, barn, acorn, sojourn.
5. Rye, raw, rue, reign, wreath, ridge, wrench.
6. Auricle, origination, urgency, erudition.
7. Air, airy, arm, orb, irrigation, aroma, ark.
8. Irish, irony, ironical, argue, arraign, era.
9. Jeer, injure, veer, user, shear, adore, spear.
10. Unfair, polar, inspire, severe, glare, stir, burst.
11. Barrow, tarry, ferry, fury, summary, marine.
12. Dreary, dairy, saddlery, bureau, carry, narrow.

CONTRACTIONS.

Reverend, *regular*, *irregular*, *public-sh-ed*, *publication*, *republic*, *republican*, *repugnant-ce*, *represent-ed*, *representation*, *representative*, *responsible-ity*, *irresponsible-ity*.

Exercise 116.

Read, copy, and transcribe.



Exercise 117.

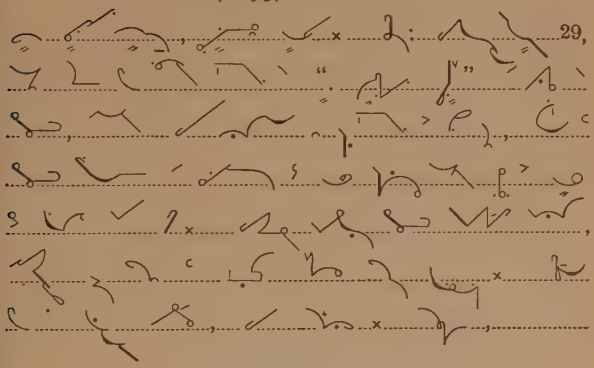
Write in Shorthand.

1. *The publication was* issued *to-the public by-the representative of-the* Rev. Arthur Rose.
2. *The* story *of-the republic*, just *published*, shows *how-the representatives saw their responsibility and* refused *to be* led *by irresponsible* men *to-the* admission *of-the repugnant principle of* taxation minus *representation.*

3. *Their repugnance to-the irregular* revenue *was* clearly *represented, and-the responsibility for-the*-measure thrown *upon-the regular representative of-the* taxers.
4. *We-shall publish the* speeches *of-the responsible* leaders *of-the republican* party *at-the*-close *of-the year.*

Exercise 118.

Read, copy, and transcribe.



Exercise 119.

Write in Shorthand.

Murray Bros.,
Westminster, B. C.

Dear-Sirs:

In-reply-*to-your*-favor *of January* 30th, *we*-regret *we-have-been* unable *to*-place-*the* cargo *of* spruce refuse *to-which-you*-refer, *and-we*-fear *there-is-no* likelihood *of-our* obtaining *a buyer* just-now. *We*-were *in* hopes *of*--success *yesterday*-morning, *but-the* party refuses *to*--proceed *with-the* business *to*-day, *and our* exertions *have-been to no* purpose. *Should-we come* across *a* customer *to*-day *or to*-morrow *at a* reasonable price *we*--*will* wire *you.*

Respectfully-yours.

LESSON 25.

REVIEW.

97. (*a*) The *shun* hook is written: (i.) Inside curves; (ii.) on the right side of simple *t*, *d*, or *j*; (iii.) when added to a simple straight stroke *other than t*, *d*, or *j*, on the side opposite to the last vowel; (iv.) when added to a hooked or circled straight stroke, on the side opposite to the hook or circle; (v.) on the *under* side of *k* or *g*, when these letters follow *f* or *v*; and (vi.) on the *upper* side of *k* or *g*, when these letters follow *upward l*.

(*b*) The *shun* hook is *not* written when *shun* is immediately preceded by a diphthong and a vowel.

(*c*) When following the circle *s*, the sound of *shun* is expressed by a *small* hook.

(*d*) The sound of *r* is added to downward *l* and downward *r* by *thickening* these letters.

(*e*) The sound of *p* or *b* is added to *m* by thickening the letter.

(*f*) A *large* initial hook adds *w* to *k* or *g*.

(*g*) A *large* initial hook adds *wh* to upward *l*, while a *small* initial hook adds *w* to the same letter.

(*h*) The aspirate *h* is added to *w* by enlarging the hook of the letter.

(*i*) *H* is expressed by a *tick* before , and before the straight downstrokes hooked for *r*.

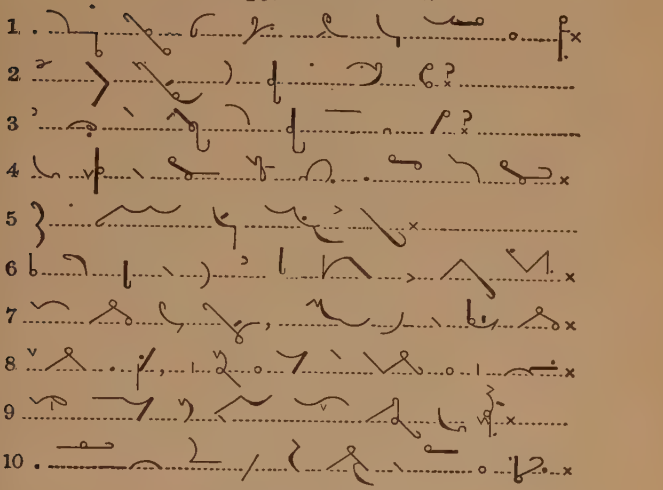
(*j*) When the stroke *h* is not convenient in the middle of a word, the aspirate may be indicated by placing a *dot* before the vowel sign.

(*k*) An *initial vowel* may be *indicated* in such words as *alike*, *along*, by writing the *downward l*; while a *final vowel* may be *indicated* in such words as *fully*, *scaly*, by writing the *upward l*.

(*l*) As a rule, *downward r* is written when a word *begins with a vowel* followed by *r;* while *upward r* is written if a word *ends with a vowel* preceded by *r;* but to avoid an awkward outline, *either r* is written, irrespective of vowel.

Exercise 120.

Read, copy, and transcribe.



Exercise 121.

Write in Shorthand.

1. *The* arrival *of-our representative was altogether unexpected.*
2. *The regular* source *of-his* supplies *was insignificant.*
3. *The* new taxation *will* swell *the public* revenue.
4. *We wish the* physician *to-*make *a subjective and objective* examination *of-*her eyes.

5. *The representative of-the* ruler wore *a uniform of-* -gray.
6. *The* superscription *was a* miserable scrawl.
7. *The* discussion *was productive of a significant* increase *in-the subscriptions.*
8. *Your* views *may-be repugnant to-the executive and-the regular members of-the* club.

Exercise 122.

Write in Shorthand.

James Perry *&* Co.,
Jacksonville, Fla.
Dear-Sirs:

If-you have-the least notion *of an* alteration *in-the* situation *of-your* business premises, *we should* like *you to-call and-inspect-the* new suite *of* offices *we-have*-just *put up on* Fifth Avenue. *There-can-be no* better position *in-the*-city *for a* business like *yours, and-we should-be-* -pleased *to* arrange *an* early lease *at* favorable rates.

Yours-respectfully,

Exercise 123.

Write in Shorthand.

Mr. Thomas Batty,
Chicago, Ill.
Dear-Sir:

In response *to-your* inquiry, *we-have-the-pleasure to* enclose-herewith specimen pages *of-our* new "Star Library," *with* prices *of-the* books already *published. We should-be*-pleased *to-deliver-the* whole set *to-you on* receipt *of half-the published* price, *the other half to be* paid *within* six-months *of-delivery; or, if-you* prefer *it, we-can* make *a* liberal reduction *for* cash.

Yours-truly,

LESSON 26.

THE HALVING PRINCIPLE.

98. (*a*) Halving a *light* consonant indicates the addition of *t;* thus *pack,* *packed;* *tree,* *treat,* *treats,* *streets;* *play,* *plate,* *plates.*

(*b*) Halving a *heavy* consonant indicates the addition of *d;* thus *grey,* *grade,* *grades;* *brew,* *brewed,* *broods;* *rub,* *rubbed.*

(*c*) A consonant which is *finally* hooked, or has a finally-joined diphthong, or which occurs in a word of *more than one syllable*, may (with rare exceptions) be halved to indicate the addition of *either t* or *d;* thus *pain,* *paint* or *pained,* *paints;* *men,* *mend* or *meant,* *mends;* *wave,* *waved,* *waft,* *wafts;* *painted;* *credit;* *proud,* *feud.* *rapid;* *colored.*

Exercise 124.

Read, copy, and transcribe.

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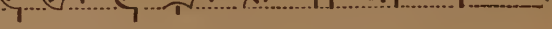
9 

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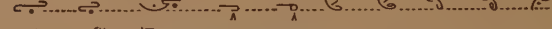
12 

Exercise 125.

Write in Shorthand.

1. Lay, late, colt, pelt, tacked, decked, fight.
2. Enjoy, enjoyed, dodged, jade, goad, goads, dragged.
3. Shot, shots, night, caught, cut, cuts, bud, buds.
4. Spy, spite, stray, straight, mate, mates, notes.
5. Dry, dried, dread, broad, blade, blades, bread.
6. Pen, penned, spend, spends, gain, gained, grained.
7. Grant, grants, lend, lends, fine, find, finds.
8. Shaded, shredded, plated, skated, melted, related.

99. (*a*) Strokes of unequal length must not be joined unless the junction is clearly shown; thus *checked*, *named;* but *cooked*, *animate*.

(*b*) Half-sized *t* or *d*, immediately following the consonant *t* or *d*, is always *disjoined;* thus *treated*, *dreaded*, *traded*, *edited*.

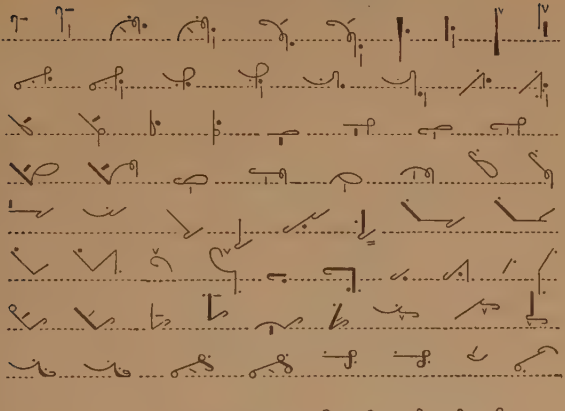
100. Half-sized *w* ( ) is used as a contraction for the termination *ward*, *wart*, *wort*, and half-sized *y* ( ) for *yard;* thus *backward*, *stalwart*, *dockyard*.

101. *Final t* or *d*, when followed by a *sounded vowel*, must be *written in full;* thus *fault*, but *faulty*.

102. There is no *third position* for words whose outlines consist of half-sized letters only, or of horizontal letters joined to half-sized letters. When the vowel or principal vowel in such words is a third-place vowel, the outline is written in the *second position;* thus *tend*, *splint*, *kilt*, *colt*, *meted*.

Exercise 126.

Read, copy, and transcribe.



Exercise 127.

Write in Shorthand.

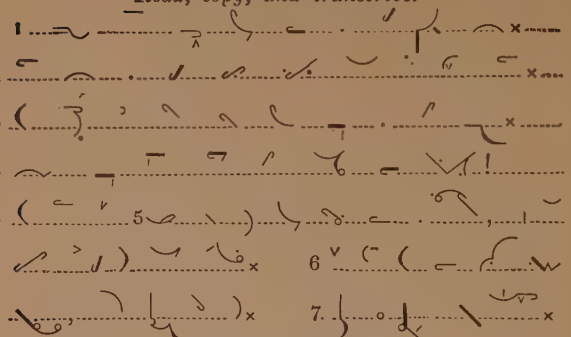
1. Doubted, doted, credited, obtruded, imitated.
2. Roast, roasted, arrested, fasted, dusted, lasted.
3. Downward, southward, rearward, stock-yard.
4. Pit, pity, body, giddy, mite, mighty, witty.
5. Rain, rained, rent, rents, learnt, parent.
6. Cough, coughed, craft, crafts, vent, vents.
7. Lodged, bridged, waged, grudged, hinged, dredged.
8. Patted, sifted, wounded, indeed, sounded.
9. Print, prints, tint, tints, wound, wounds.

Grammalogues.

quite, *could*, *accord-ing* or *according to* or *cart*, *cared*, *guard*, *great*, *called*, *cold* or *equalled*, *gold*, *cannot*, *gentleman*, *gentlemen*, *happened*, *particular*, *opportunity*, *child*. *not*.

Exercise 128.

Read, copy, and transcribe.



Exercise 129.

Write in Shorthand.

1. *I-cannot quite see how-the gentleman could-have called* sooner.
2. *The particular* account *you* name *shall-be* settled *on-the* first opportunity.
3. *I-happened to be in when-the child* changed *the* note *for gold.*
4. *He had a great* coat *to guard him, so he cared nothing for-the cold.*
5. *We-cannot-be* wrong *in according-the gentleman a* hospitable reception *on-this particular opportunity.*
6. *The* men stood *on guard* beside-*the great cart, which--was* loaded *with gold for-the* bank.
7. *If-this-gentleman's* talents *had equalled his* audacity, *I-know-not what* might *have happened.*
8. *The* little *child* knelt *down and* asked-*the great* God *to guard him through-the* dreaded night.
9. *The gentleman had a* rooted *objection to-the*-treatment *he* received.

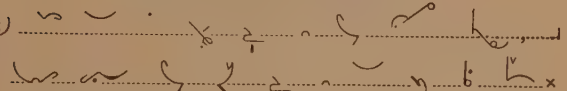
103. The halving principle is employed for the indication of the words *it, not, word* and *would,* in phrases like the following: *I am not,* *I do not* or *I had*

not, *I did not,* *you may not,* *you are not,* *you were not,* *you will not,* *I hope you will not,* *if it,* *if it has* (or *is*), *in which it is* (or *has*) *this word,* *we would be.*

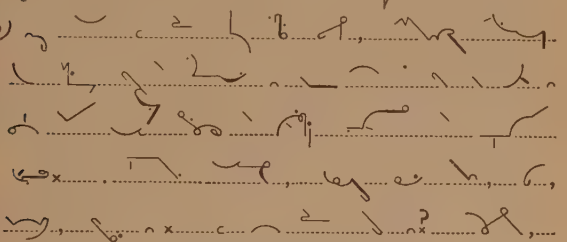
Exercise 130.

Read, copy, and transcribe.

(a)



(b)



Exercise 131.

Write in Shorthand.

Mr. Edward Hunt,
Cleveland, Ohio.

Dear-Sir:

We-desire *to-call your* attention *to-the* enclosed sample *of* Fruit-Salt, *which-we-think-you-may-not know. As will-be* observed, *the* bottle *in-which-it-is* packed *is a very* pretty *one, and-we* anticipate *a* big demand *for-the* article *when-it-is* displayed *in-your* store. *We should-be--glad to*-hear *if-it* meets *with your* approval, *and-we-are--sure you-will-not-be* wrong *in* placing *it on-your* list. Prices *of-the different* sizes enclosed.

Respectfully-yours,

LESSON 27.

THE HALVING PRINCIPLE (Concluded).

104. The four consonants ⌒ ⌣ ⌐ ¬, besides being halved for the addition of *t*, may be halved and *thickened* to indicate the addition of *d*; thus *palmed*, *mode*, *aimed*; *designed*, *sound*, *snowed*; *piled*, *old*; *shared*, *erred*. *hoard*.

105. The signs ⌐ *ld* (written *downward*) and ¬ *rd* are *not* used if a sounded vowel comes between the *l-d* or *r-d*. In such cases, the consonants must be written in full; thus *paled*, but *pallid*; *bowled*, but *ballad*; *paired*, but *parried*; *tarred*, but *tarried*.

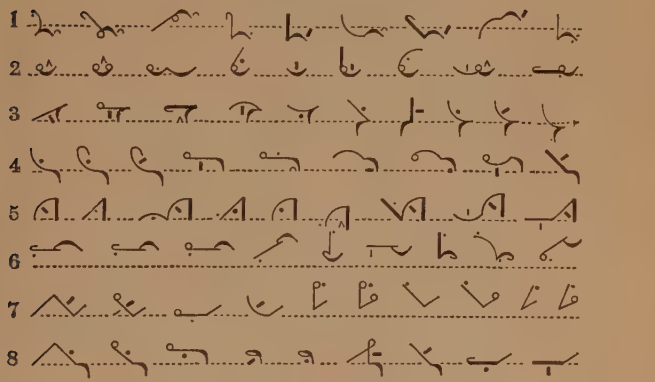
106. The consonants ⌒ *mp*, ⌣ *ng*, cannot be halved to express the addition of *t* or *d*, unless they are hooked initially or finally; thus *slumber*, *slumbered*; *impugn*, *impugned*; *canker*, *cankered*. The double consonants ⌐ *lr* ¬ *rr cannot be halved* to indicate the addition of *t* or *d*, *under any circumstances*, because the signs ⌐ ¬ are utilized for the representation of *ld* and *rd* respectively. Write *ist upward* in *salvationist*, etc.

107. The half-length *r* [⌢] must *never* be written alone, nor with final *s* only added. Words like *rate*, *writes*, are, therefore, written in full. The final

sound of *rt* is generally expressed by the half-length *upstroke*, while the final sound of *rd* is, as a rule, expressed by the half-length *downstroke;* thus *part*, *pared*, *dart*, *dared*. Where it is not convenient, however, to write ⌝, the light half-length upstroke may be employed for the expression of the heavy sound; thus *lard*, *lured*, *geared*.

Exercise 132.

Read, copy, and transcribe.



Exercise 133.

Write in Shorthand.

1. *Be* assured *you-will* repeat *the* sound results achieved *by* thousands.
2. *We-have* mailed *you a* sample copy *of* part three *of-our* new monthly.
3. *We*-enclose rate card, *and would* ask-*you to* note *this*--point: *the* circulation *of-the* paper *is* insured *by-its* value.

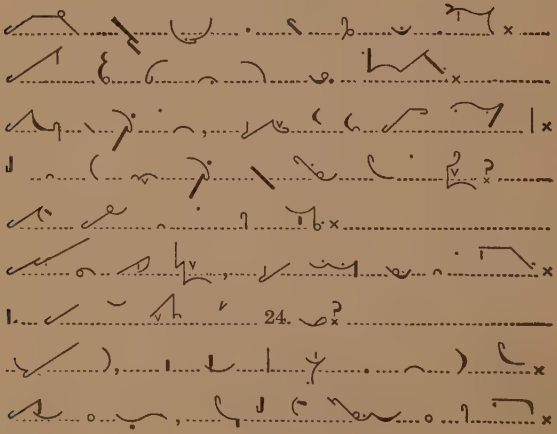
4. *We-have* presumed *to*-send *you* details *of-our* new patent, *and-it-would* afford *us great-pleasure to* add *your* name *to-our* list *of* subscribers.
5. *May-we* point-*out to-you why our* paper *is* read *by* thousands *of-the* class *it-is* desired *to*-reach?
6. *On our* part, *we-are* prepared *to-do our* best until *the difficulty is* conquered.
7. *We see-the* impending struggle, *but with your* help *we--shall* conquer, hard *though-the* task *may-be.*
8. *We* write *to* say *we* followed *your* counsel, *and-the* business *was* allowed *to*-proceed.

Grammalogues.

build-ing or *able to*, *told* or *till it*, *tried*, *toward* or *trade*, *did not*, *had not* or *do not*, *chaired*, *cheered*, *if it*, *that*, *without*, *third*, *sent*, *somewhat*, *short*, *met*, *meeting.*

Exercise 134.

Read, copy, and transcribe.



Exercise 135.

Write in Shorthand.

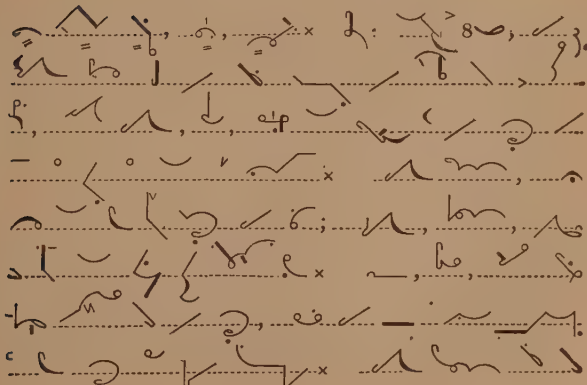
1. *Will-you not be-able-to come to-the meeting when-the* store *is* closed? Tom *was chaired at-the* last *one.*
2. *If-it-is* possible, *I-will come in for a short-*time.
3. *He-told them that without a* doubt *he-would* send *a* check *to-*day, *and-this cheered them.*
4. *We-tried to-*find *out-the* extent *of-his trade, but-we-did--not* succeed.
5. *We-*thought-*you-*might *go to see him on-the third.*
6. *We-*did send *him a* colored piece, *but it-was somewhat different from-the* pattern *he-sent.*

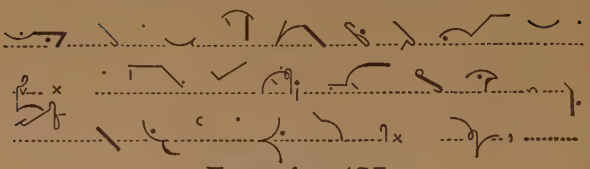
PHRASEOGRAMS.

at any rate, at all events, at all times, at some time, at the same time, for some time, from time to time.

Exercise 136.

Read, copy, and transcribe.





Exercise 137.

Write in Shorthand.

Mr. Edward Hindley,
Sandford, Ill.

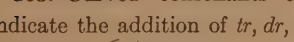
Dear-Sir:

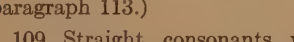
In-reply-*to-your*-favor *of-the* 30th ult., *we would*-say *that-we-are, at-all*-times, *will*ing *to*-replace *any*-part *of a* bedstead *which-may-be*-found damaged *on-delivery, if-it--is quite*-clear *that-the* fault *is ours. You-may*-rest assured *that all-our* bedsteads *are* built *of-the* finest steel *and* iron, *and-that every care is* taken *to see that-the* goods *are* right *when sent out of-the* factory. *At-the*-same-time, *it-may happen, from*-time-*to*-time, *that* some latent flaw *may-be* discovered *when a* bedstead *has* left *our* place, *in-which*-case *we-are*-only *too*-glad *to*-remedy *the* defect, *and-thus* show *our* earnest desire *to*-turn *out* absolutely sound goods. Please indicate *the* faulty part, *and-we-will* forward *one to*-replace *it.*

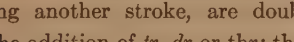
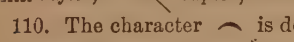
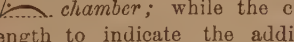
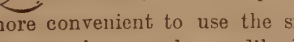
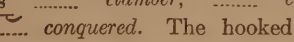
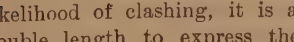
Yours-respectfully,

LESSON 28.

THE DOUBLING PRINCIPLE.

108. Curved consonants are doubled in length to indicate the addition of *tr*, *dr*, or thr (heavy); thus  *laughter*, *lender*, *another*, *mother*. (See paragraph 113.)

109. Straight consonants with an initial circle, or with a final hook or finally-joined diphthong, or following another stroke, are doubled in length to indicate the addition of *tr*, *dr* or thr; thus  *painter*, *tender*, *rafter*, *captor*, *counter*.

110. The character  is doubled in length to express the addition of *r*; thus  *pamper*, *temper*. *chamber*; while the character  is doubled in length to indicate the addition of *kr* or *gr*; thus  *shrinker*, *longer*. It is, however, generally more convenient to use the signs  and in verbs, because they can be readily halved for the past tense; as  *clamber*, *clambered*, *conquer*, *conquered*. The hooked forms may be doubled in length for the addition of the syllable *-er*; thus *linger*, *lingerer*, *lumber*, *lumberer*.

111. In very common words, where there is no likelihood of clashing, it is allowable to make a letter double length to express the addition of *-ture*; thus *feature*, *signature*, *picture*.

112. Final *tr*, *dr*, or *thr*, when followed by a vowel, must be *written*, and not *indicated* by doubling; thus *flatter*, but *flattery*; *cinder*, but *cindery*; *signature*, but *signatory*.

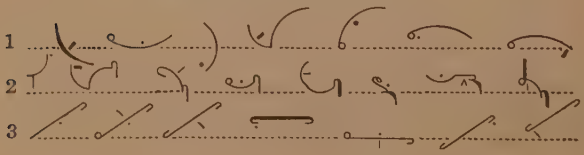
113. The double-length ⌒, when *standing alone*, or with a final circle only added, is reserved for the representation of *light sounds;* thus *letter*, *alter;* words like *leader*, *ladder*, *leather*, being written as here shown.

114. When the present tense of a verb is written with the double-length principle, the past tense is writtten with the half-length principle; *thus* *matter*, *mattered*; *ponder*, *pondered* *canter*, *cantered*; *winter*, *wintered*, *loiter*, *loitered*.

115. Double-length *downstrokes* have only the *third* position, through the line; thus *plunder*, *splendor*, *tender*, *asunder*. Double-length horizontal letters take *two positions* only; thus *matter*, *motor* or *meter*; *canter*, *counter*. Double-length upstrokes may be written in any of the three positions, in accordance with the rules governing the position of outlines. (See pars. 7, 13, and 18.)

Exercise 138.

Read, copy, and transcribe.



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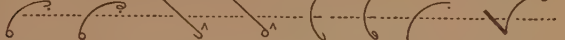
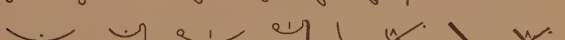
7 

8 

Exercise 139.

Write in Shorthand.

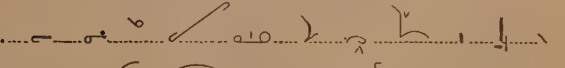
1. Mender, slander, slender, flounders, borders, remainder.
2. Calendar, folders, fathers, knitters, flitters.
3. Disasters, stimulator, litters, oyster, barters.
4. Stamper, stampers, thumper, moulder, orders.
5. Banter, banters, grafter, rafters, printers.
6. Elector, electors, protector, chapters, numerator.
7. Render, renders, rendered, blenders, pandered.
8. Slaughtered, sweltered, feathery, gentry, wondered.

GRAMMALOGUES AND CONTRACTIONS.

spirit, *may not*, *hand*, *under*, *yard*, *word*, *wonderful-ly*.

Exercise 140.

Read, copy, and transcribe.

1 

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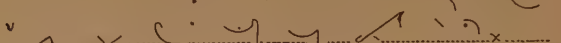
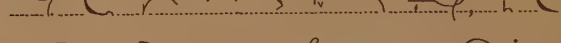
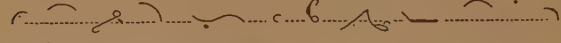
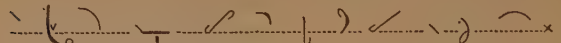
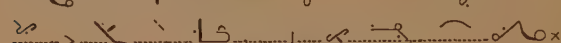


4





5 

6 

Exercise 141.

Write in Shorthand.

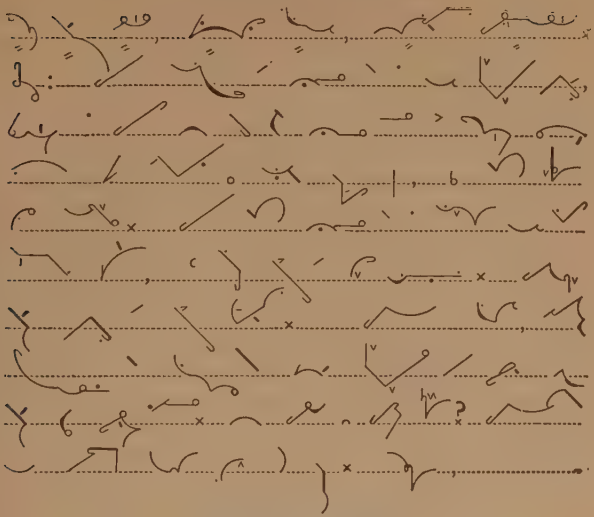
1. *They*-want *to know why he*-went *to* Lincoln City and showed *his hand.*
2. *If-this-is-the spirit in-which-you speak of-the* secret, *it*-won't-*be* long ere *it-is*-known *to all.*
3. *I*-fear *it-is-not your* nature *to be* quiet; *but* unless *you-are more* prudent *you-will* yet *have to*-repent some rash *word.*
4. *You-are wonderfully out*spoken, *and-not a yard will I*-move until *I-see-you under-the care of-the* inspector

Phraseograms.

116. In accordance with the preceding rules, the doubling principle is employed in phraseography for the indication of the words *there, their;* thus (*a*) In stroke logograms, as in *in their,* *can be there,* *upon their,* *has to be there;* (*b*) In outlines that are not logograms as *I have seen their.*

Exercise 142.

Read, copy, and transcribe.



Exercise 143.

Write in Shorthand.

Mr. John Henderson,
Nome, Alaska.

Dear-Sir:

We-have-your-letter *of*-March 24th, *and-we-shall* order--*the* cylinder bolts *from-the* factory before-*there-is* time *for-the-other* parts *of-the* machinery *to-come* forward. *We-know-there-is an* extra rush *of*-orders just-now, *but-we--think-there-is-no* likelihood *of-your*-order *being* delayed. *If-there-is-the* least indication *of*-such *a thing we-will-see to-it that* less pressing jobs *are put* aside, *so-that nothing shall* hinder *the* finishing *of-your gold* mining machinery *by-the* promised date. *Very-truly-yours,*

LESSON 29.

VOCALIZATION OF DOUBLE CONSONANTS.

117. To obtain a good outline, the double consonants of the *pl* and *pr* series may be employed even though an accented vowel comes between the two consonants. If the intervening vowel is a dot vowel, it is expressed by writing a small circle AFTER the consonant stroke for a *long* or *short vowel;* thus *careless,* *chairman,* *cheers,* *dark.*

118. An intervening dash vowel, or a diphthong, is expressed by writing the vowel or diphthong sign THROUGH the consonant stroke; thus *Baltimore,* *mixture.* When, however, an initial or final hook or circle would interfere with the intersection of the vowel-sign, the latter may be written at the BEGINNING of the consonant for a first-place vowel or diphthong, and at the END for a third-place vowel of diphthong; thus *corporal,* *figuration;* also when the general rule of placing the circle is awkward of application, the circle may be written before the stroke; thus, *flashily.*

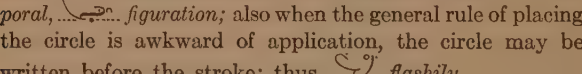
119. The methods of vocalizing the double consonants provide the writer with an additional means of distinguishing words in *-tor* from words in *-ture;* thus *captor,* *capture.*

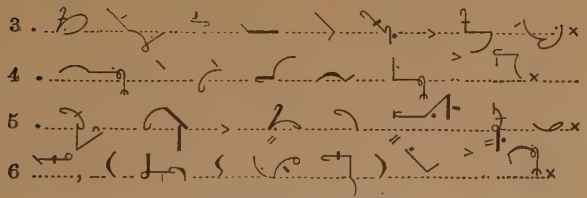
GRAMMALOGUES.

school, *schooled.*

Exercise 144.

Read, copy, and transcribe.





Exercise 145.

Write in Shorthand.

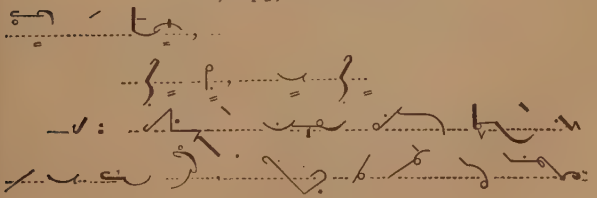
Mr. Charles Reid,
Oxford, Mass.

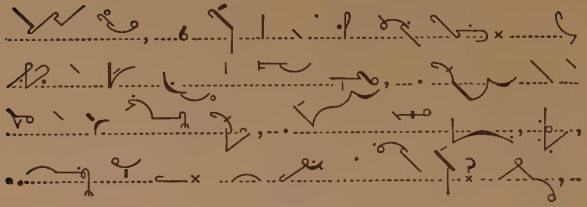
Dear-Sir:

I-have-your-favor *of-the* 24th *inst., and-I*-find *that-the*-terms *you* propose *are, on-the* whole, reasonable. *Your* calculation *of*-profits, *however, is* palpably wrong *in--one* instance, *as you-will-see on* further-examination. *You-will* recollect *that-it-will-be* necessary *for-you to*-cultivate *the trade in-your* district. *My* former *representative was* culpably *care*less *towards-the* end *of-his* engagement, *and-the* business *will* require *a* little nursing *for a* time. *I*-am-perfectly *sure, however, that a* display *of* energy *by a* sharp man *of* persuasive talents, *and a* judicious distribution *of-the* literature *I-will* send *you, will* soon encourage *a* return *of-the* former extensive sales. Please *call* here *on*-Thursday *to*-sign-*the* agreement. *Yours-truly*,

Exercise 146.

Read, copy, and transcribe.



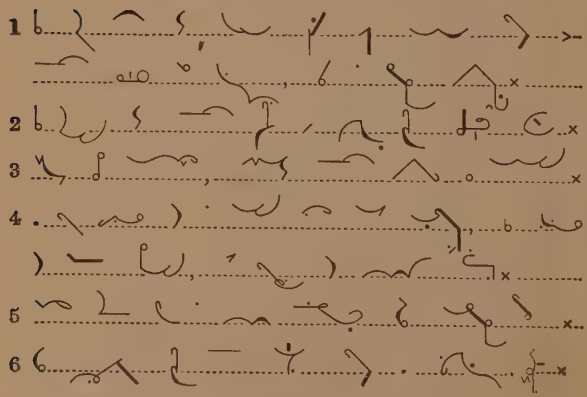


CONTRACTIONS.

commercial, *financial*, *especial-ly*, *influential*, *uninfluential*, *substantial-ly*, *unsubstantial-ly*, *controversy-sial*, *circumstance*, *circumstantial*, *immediate*, *immediately*, *prejudice-cial*.

Exercise 147.

Read, copy, and transcribe.



Exercise 148.

Write in Shorthand.

1. *It-is especially important that-you-should deliver-the* goods *immediately.*
2. *Any* delay *may prejudice your* chances *of*-further orders.
3. *There-is a substantial* increase *in-the financial* returns.
4. *Your immediate* attention *is* essential, *if-you would* secure-*the* business.
5. *The unsubstantial* nature *of-the commercial* traveler's resources rendered *his* chances hopeless.
6. *The circumstances* attending-*the controversy* were far *from* pleasing *to-him.*
7. *His influential* position *is* lost, *thanks to-his* insane fondness *for controversial* discussion.
8. *Oh, yes, the circumstances* were noted *immediately, but they*-were regarded *as* entirely *uninfluential.*
9. *The circumstantial* detail *of-the* narrative proved *its* accuracy.

120. Any unimportant word such as as, *the*, *of*, *or*, etc., may be omitted in a phraseogram; thus *for* (*the*) *sake* (*of*), *more* (*or*) *less*, *side* (*by*) *side*, etc. It is well to vocalize *him* (so that it may not clash with *me*) in such phrases as *before him*, *to him*, etc.

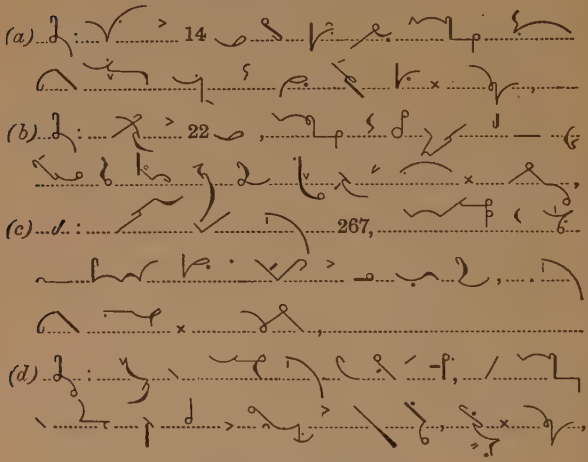
121. Judicious phrasing should be carefully cultivated by the student, as a great aid both to speed and legibility; but he should guard against the temptation to join together words which are not naturally related to one another, or which, if joined, would result in an outline extending too far from the line of writing. For additional practice in phraseography, and for further exercise in the reading of shorthand, the student is referred to "The Phonographic Phrase Book," "Selections from American Authors," and "Self-Culture," particulars of which will be found in the list at the end of the present work.

PHRASEOGRAMS.

I am directed to state, *I am instructed to state,* *I am requested to state,* *deliver immediately.*

Exercise 149.

Read, copy, and transcribe.



Exercise 150.

Write in Shorthand.

(*a*) *Dear*-Sir *In*-reply-*to-your*-letter *of-the* 16th *inst.*, *I*-am-directed-*to*-state *that-there-is-no* such policy holder *on our* books. *Very care*ful examination *has-been* made, *and-it-must-be that your* clerk *was in* error. *Respectfully--yours.*

(*b*) *Gentlemen: I*-am-requested *to* ask *if-you-can deliver--immediately at our* central depot *in New York,* three *of-your* No. 4 Bicycles, fitted *with* Coaster Brake, *and to* ask, *if-you-are* unable *to* arrange *this, upon what* date *you-could* make *delivery? Yours-tru*ly,

LESSON 30.

DIPHONIC OR TWO-VOWEL SIGNS.

122. In many words two vowels occur consecutively, each being separately pronounced. To represent these, special signs have been provided called *diphones* (from the Greek *di* = double, and *phōnē* = a sound). In most instances, the first of the two consecutive vowels is the more important, and therefore the diphonic sign is written in the vowel-place which the first vowel would take if this occured alone, that is, if it were not followed immediately by another vowel. The method of using the *diphones* is explained in the following rules.

123. The *diphone* ˻ is written as follows:—

(*a*) In the first vowel-place to represent the vowel *ah* or *ă* and any vowel immediately following; thus *sah*ib, Juda*ism*, ultra*ist*.

(*b*) In the second vowel-place to represent *ā* or *ĕ*, and any vowel immediately following; thus l*ayer*, l*aity*, betr*ayal*, surv*eyor*.

(*c*) In the third vowel-place to represent *ē* or *ĭ* and any vowel immediately following; thus r*eal*, r*eality*, re-*enter*, ami*able*, me*ander*, ge*ography*, ge*ographical*, champ*ion*, heav*iest*, bur*ying*, glor*ious*, creator, cre*ation*, ser*ial*.

124. The *diphone* ˺ is written as follows:—

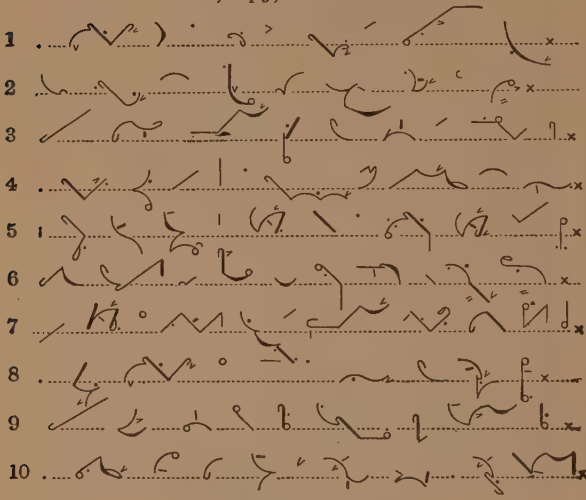
(*a*) In the first vowel-place to represent *aw* and any vowel immediately following; thus fl*awy*, dr*awer*, dr*awings*, c*awing*.

(*b*) In the second vowel-place to represent ō and any vowel immediately following; thus show*y*, best*owal*, po*et*, po*etical*, co*ercion*.

(*c*) In the third vowel-place to represent ōō and any vowel immediately following; thus br*uin*, brew*ery*, Lou*isa*, Lew*is*, tru*ant*.

Exercise 151.

Read, copy, and transcribe.



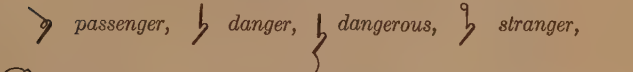
Exercise 152.

Write in Shorthand.

1. *Our* shares *have-been at a* premium *during-the* whole *of-the* period.
2. Such *a* policy *would-be* ruinous *to-our* firm *and* lead *to* disagreeable *circumstances*.

3. *The* debt *is* repayable *to-the* purveyor *in* monthly instalments.
4. *The* matter *of-the* Gaiety Theatre *is-to-be* left *in* abeyance.
5. Kindly re-arrange *the* terms *and see to-the* re-insurance *of-the* theatrical costumer's premises *without* delay.
6. *Your* theory *of* minute forms *may* seem *all*-right, *but in* practice *you-will*-find *a* freer style *will give you* better results.
7. *The* bestowal *of-these* honors *upon-the principal of-the* college *and-his* coadjutor, *Mr.* Lewis Owen, *has given great-pleasure to all-their* pupils.

CONTRACTIONS.

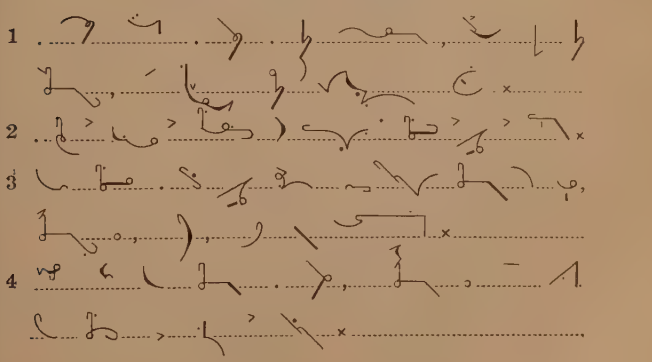


passenger, danger, dangerous, stranger, messenger, manuscript, whenever, whatever, understand, understood, transcribe, transcript, transcription, transfer.

(The letter *n* is frequently omitted in the prefix *trans.*)

Exercise 153.

Read, copy, and transcribe.



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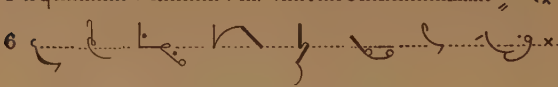
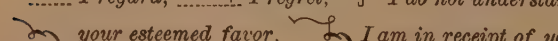
6 

Exercise 154.

Write in Shorthand.

1. Ask-*the passenger to*-take *a messenger with him and*--send back *the transcript of-the manuscript immediately.*
2. *The transmission of-the* transcription proved *more dangerous than-the stranger expected.*
3. *Whenever you*-write, *and whatever-the*-matter *may-be, you-should-be-able-to* read *or* transcribe *every word of-it.*
4. *You-should-under*stand *that-there-is danger in* transgressing *any* rule, *and-that-the more* accurate *the* shorthand note, *the more* correct *will-be-the* transcript.
5. *I-under*stood *that-the*-transfer *of-the* stock *was*-made *at-the*-end *of*-last September.
6. *What-is-the* nature *of-the* transgression *with-which-the messenger* is charged?

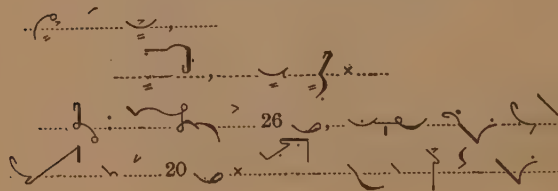
PHRASEOGRAMS.

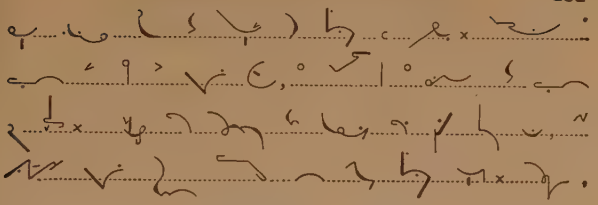


I regard, I regret, I do not understand, your esteemed favor, I am in receipt of your esteemed favor, in reply to your esteemed favor.

Exercise 155.

Read, copy, and transcribe.





Exercise 156.

Write in Shorthand.

The Manhattan Chemical Co.,
Brooklyn, *N. Y.*

Gentlemen:

In-reply-*to-your*-esteemed-favor *of-yesterday, the* reason *why we* returned *you-the* barrel *of* zinc sulfate *was because* analysis showed *that-it-was-not equal to-our* sample, *and was, therefore, quite* useless *to us. We-do--not-under*stand *why it-was sent,* since *we*-presume *you--*were aware *that* such *a* standard *would-not* suit *our* purpose *at-all.* Please send *us* another barrel *immediately, and-be care*ful *to see that-it-is* exactly *what we* ordered.

Very-truly-yours,

LESSON 31.

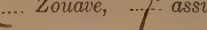
W AND *Y* DIPHTHONGS.

125. When the sound of *w* or *y* (or *ĭ*) is followed by a vowel, long or short, and a *diphthong* is formed, it is represented by a small semicircle; thus

wah		waw	yah		yaw
wā		wō	yā		yō
wē		wōō	yē		yōō

126. The semicircle is written in the place which the vowel forming the second element in the diphthong would take if it occurred alone; thus *Zouave*, *assuage*, *sea-weed*, *chamois*, *misquote*, *lamb's-wool*, *Spaniard*, *spaniel*, *yearling*, *Avignon*, *million*, *misyoked*, *question*, *accuse*.

127. The semicircles and their uses will be better remembered if the student observes that the SIDES of the circle represent the *w* diphthongs and the lower and upper halves represent the *y* diphthongs.

128. (*a*) The right semicircle for *waw* or *wŏ* may be joined to —  as in *walk*, *warm*, *warn*, *water*, *watcher*, *washer*, *Walmsley*, *wampum*.

(*b*) The right semicircle is also prefixed to — — ⌒ ⌒ as an abbreviation for *w;* thus *woke,* *wig,* *women,* *Wimpole.*

129. In proper names, the left semicircle is prefixed to downward *l,* as an abbreviation for *wl;* thus *William,* *Wilks,* *Wilson.*

130. The joined initial semicircle is always read first, so that the abbreviated form of *w* cannot be employed in words commencing with a vowel; compare *wake* and *awake;* *woke* and *awoke.*

Exercise 157.

Read, copy, and transcribe.

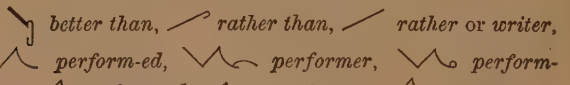
Exercise 158.

Write in Shorthand.

1. *We-must* warn-*the* workman *not to*-make-*the* washers *too* tight.
2. Ask-*them to* withhold *the* order until *I-have*-seen *Mr.* Wakefield.

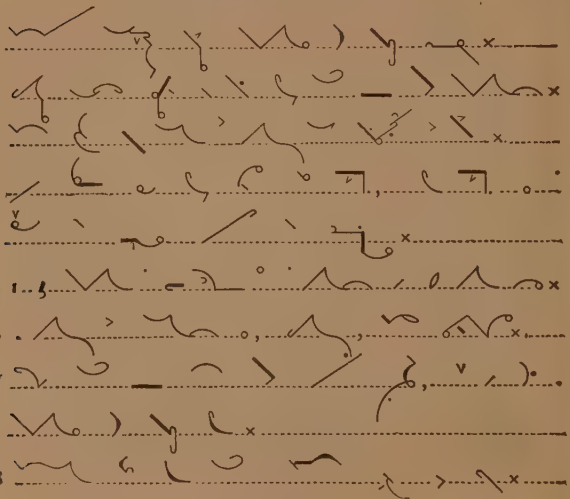
3. *They* did *their* best *to* assuage *the* pain, *but-the* woman's weakness rapidly increased.
4. *There-is-no* palliation *for-the* Austrian's offence, *and--*after *a* brief period *in* prison, *he-will-have to* pay *the* penalty *of-his* crime.
5. *We-are-*sending-*the* tapioca *and-the* water-melons, *but--we-have-no* stock *of* lime-water *at-*present.
6. *All-our* paper *is* marked *with our special* water-mark.

CONTRACTIONS.

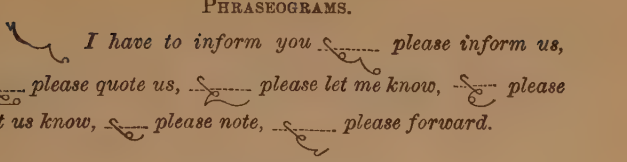

better than, rather than, rather or writer,
perform-ed, performer, perform-
ance, reform-ed, reformer, reforma-
tion, inform-ed, informer, information,
thankful, thanksgiving.

Exercise 159.

Read, copy, and transcribe.



PHRASEOGRAMS.



I have to inform you ..... *please inform us,* ..... *please quote us,* ..... *please let me know,* ..... *please let us know,* ..... *please note,* ..... *please forward.*

Exercise 160.

Write in Shorthand.

1. *I-have-to-inform-you that-the* report *will go* forward *by*-rail *to*-morrow.
2. Please-quote-*us for* 5,500 copies *in* typewritten facsimile *of-the* enclosed circular.
3. Please-let-*me-know if* cotton *is be*ing held back *in-your* district.
4. Please-let-*us-know when you-can deliver-the* fifty bales *of* cotton, *which-are* still due.
5. Please-note-*that* bale *No.* 47 *is-no better-than-the* rest.
6. Please-forward *immediately* 30 pieces *No.* 85 Print.

Exercise 161.

Write in Shorthand.

Mr. Wm. Bryon,
Milton, Mass.

Dear-Sir:

In-reply-*to-your*-esteemed-favor *of-the* 8th, *I-have-to-inform-you that-the* sale *of-the* property referred *to* takes-place *on-the* 26th *inst. If-you* desire further-*particulars in*-addition-*to-those given in-the* catalog enclosed, *I shall-be*-glad *to* furnish *them.* Please-note *that-there-is-no* present-intention *of* disposing *of-the* hotel *in* Ninth Avenue. *I-can, however, inform-you of*-some *very*-good hotel property *which-is for*-sale, *if-you care to* speculate *in-that*-direction.

Yours-very-truly,

LESSON 32.

REVIEW.

131. (*a*) Light letters are halved for *t;* heavy letters for *d;* but a letter which is *finally* hooked, or which occurs in a word of *more than one syllable,* may be halved for *either t* or *d.*

(*b*) The four letters may be *halved and thickened* for the addition of *d.*

(*c*) When a vowel intervenes between *l-d* or *r-d,* these letters must be written in full.

(*d*) Final *t* or *d,* followed by a sounded vowel, must be written in full.

(*e*) Half-sized *t* or *d* immediately following the letter *t* or *d,* is always *disjoined.*

(*f*) Half-sized [ ] is written as a contraction for *ward, wart, wort,* and for *yard.*

(*g*) The halving principle is used in phrasing to indicate the word *not, it, word, would.*

(*h*) The syllable *tr, dr,* or *thr* (and sometimes *ture*), is expressed by doubling the length of the preceding stroke.

(*i*) The character is doubled in length for the addition of *r;* is doubled for the addition of *kr* or *gr;* for *-er.*

(*j*) The doubling principle is used in phrasing to indicate the addition of the word *there* or *their.*

(*k*) A dot vowel may be indicated between a stroke and an *initial hook* by writing a *small circle* after the stroke.

(*l*) A dash vowel may be indicated between a stroke and an initial hook by *intersecting* the vowel sign, or, where this is not convenient, by writing the vowel sign at the *beginning* or *end* of the stroke.

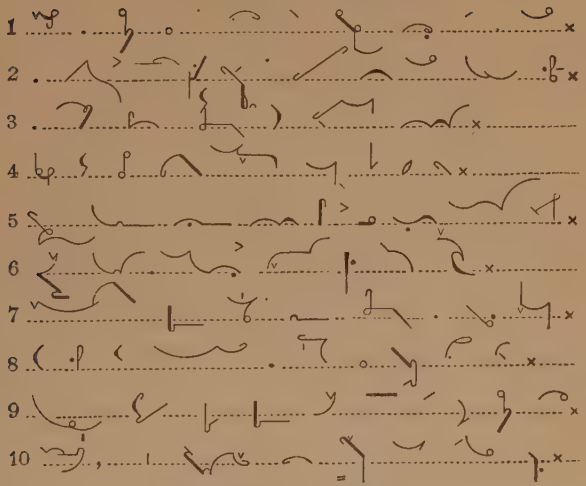
(*m*) The angular signs are employed to express a vowel followed by any vowel.

(*n*) The abbreviated *w* may be prefixed to *downward l,*

(*o*) The *w* and *y* diphthongs are expressed by a small semicircle.

Exercise 162.

Read, copy, and transcribe



Exercise 163.

Write in Shorthand.

1. *I*-hope-*you-will-not-be* annoyed *at-my*-request *for*-payment.
2. *You-may-not-know that-the influence of-this-gentleman is* enormous.
3. *I*-hope-*you-are at-all*-times willing *to-do your*-best *for--the* welfare *of-the house which-you represent.*
4. *I-think-there-is* room *for improvement in-your* methods *of*-work.
5. *I-must* ask-*you to be* prepared, *for-there-is sure to be a* strict inquiry.
6. *I*-am-directed *to* ask-*you to* attend here *at* seven o'clock *this*-evening.
7. Please-note *that-you-are to-deliver-immediately the* goods named *in-my*-letter *of-yesterday.*
8. *Your*-esteemed favor *of-the* 4th *is to hand, and I*-am-*much*-obliged.

LESSON 33.

PREFIXES.

132. *Con-* or *com-*, when it is the first sound in a word, is expressed by a *light dot*, written at the commencement of the outline; thus *conspire*, *commence*, *console*, *commit*. Where the *con-* dot is employed, it should be the *first sign written* in the word.

133. (*a*) When the syllable *con-*, *com-*, *cum-*, or *cog-*, occurs between two consonants, it is indicated by writing the second consonant *close to* or *under* the first; thus *inconstant*, *disconnected*, *recompense*, *incumbent*, *recognize*. The rule may also be applied to phrases; thus *you will comply*, *I am content*, *I shall be compelled*.

(*b*) *Accom-* is represented by a joined or disjoined —; thus *accommodation*, *accommodate*.

134. *Inter-*, *intro-*, or *enter-* is expressed by ⌣ *nt* joined or disjoined, as may be convenient; thus *interfere* *interline*, *introduce*, *introspection*, *entertain*, *enterprise*.

135. *Magna- magni-* or *magne-*, is expressed by a disjoined ⌒; thus *magnanimous*, *magnificence*, *magnetize*.

136. *Self* is expressed by a disjoined circle *s;* thus *self-possessed*, *self-defense*, *self-conscious*.

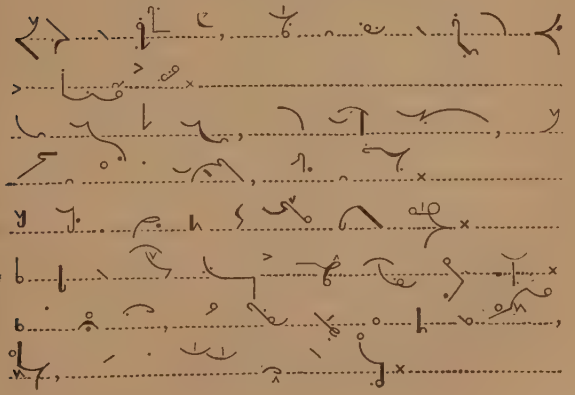
137. Before the circled letters *in-* is expressed by a small hook written in the *same direction* as the circle; thus *inspiration*, *instructor*, *inscriber*, *inhabit*.

138. The small hook for *in-* is never used in negative words, that is in words where *in-* has the signification of *not*. In all such cases *in-* must be written with the stroke *n*, as *hospitable*, *inhospitable*, *inhuman*.

139. Negative words which begin with *il-*, *im-*, *in-*, or *un-*, are distinguished from the positive by repeating the first consonant; thus *legible*, *illegible*; *mortal*, *immortal*; *noxious*, *innoxious*; *known*, *unknown*. Negative words commencing with *ir-* may generally be distinguished without repeating the *r*; thus *resolute*, *irresolute*. But it is sometimes necessary to repeat the consonant; thus *redeemable*, *irredeemable*.

Exercise 164.

Read, copy and transcribe.



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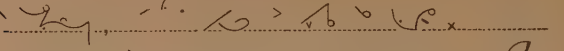
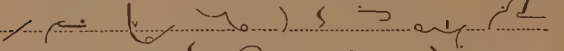
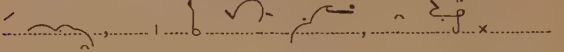


7 



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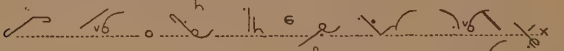
9 

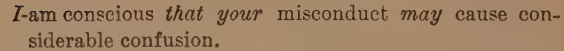
10

Exercise 165.

Write in Shorthand.

1. *I*-am conscious *that your* misconduct *may* cause considerable confusion.
2. *If-you-can* introduce *a* competent entertainer, *I-will* instruct *the* committee *to* pay *him* well.
3. *In-your* magnificent self-esteem *you* forget-*the* magnitude *of-your* self-imposed task.
4. *If-the* instructor destroys *the* instruments, *he-may* cause irreparable mischief.
5. *I*-am convinced *that-my* interposition *is* necessary *to*-remove-*the* misconception.
6. *I-shall* contrive *to be* present *at-the* company's *meeting to*-morrow.

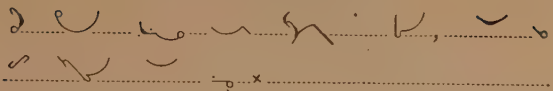
CONTRACTIONS.

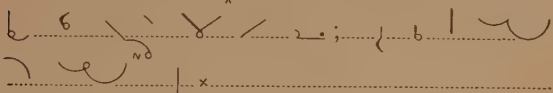


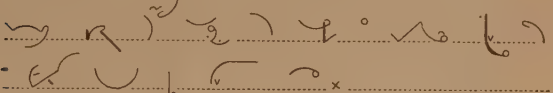
proficient-cy-ly, *deficient-cy-ly*, *efficient-cy-ly*, *inefficient-cy-ly*, *sufficient-cy-iy*, *insufficient-cy-ly*, *observation*, *preservation*, *electric*, *electrical*, *electricity*, *inconsiderate*, *selfish-ness*, *unselfish-ness*.

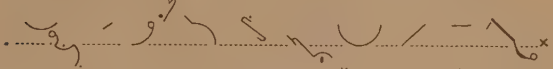
Exercise 166.

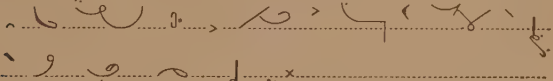
Read, copy, and transcribe.

1 

2 

3 

4 

5 

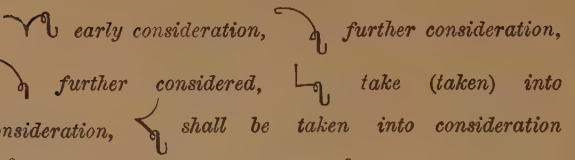
6

Exercise 167.

Write in Shorthand.

1. *We* guarantee *to*-keep *a sufficient* staff *of* teachers *to*-turn *out* thoroughly *efficient* stenographers.
2. *We*-test *the efficiency of-every* teacher *by* examination, *so-that no inefficient* person *can* find *a* place.
3. *The* tests *are* severe enough *to* prove *whether a* man *is proficient or deficient in-his-knowledge.*
4. *Our proficiency* tests *are-the* result *of*-long *years of observation and* trial.
5. *We-have-no selfish* end *in*-view, *our* only *object* being *-the preservation of a high* standard *in-the-school.*
6. *You-will-see, therefore, that your* conclusions *are* both inconsistent *and inconsiderate, and-we*-trust *you-will acknowledge-the* inconsistency *of-your* position now *that our unselfishness has-been sufficiently* proved *to-you.*

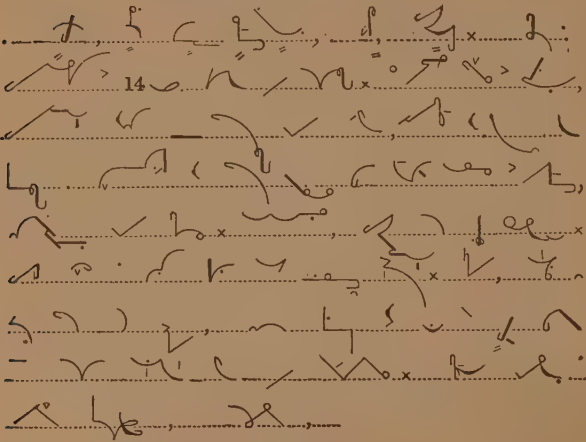
PHRASEOGRAMS.



The prefix *con-* may be omitted in any phrase similar to the foregoing.

Exercise 168.

Read, copy, and transcribe.



Exercise 169

Write in Shorthand.

The Downes & Plewes Co., *Inc.*,
Congress St., Brooklyn, *N. Y.*
Gentlemen:

On further-consideration *I-have*-decided *to*-accept *your*--offer *of-the* premises *in* Sycamore Avenue, *subject to* possession *being given by-the* 1st September. Perhaps *you-will give* early-consideration *to-the* likelihood *of-this being* arranged, *and* let *me know your* decision *as*-soon-*as*--convenient. *I*-am-obliged *to* stipulate *for-this* condition *in*-consequence *of-having to* vacate *my* present premises *by-the* date named. *I-must* ask-*you to*-take-into-consideration also *the* fact *that I-shall-be*-obliged *to*-make *several* alterations before-*the* premises *are* exactly suitable *for-my*-requirements. *You* appear *to-think-me* new *to-this* business, whereas, *on-the*-contrary, *I-have-been* engaged *in-it for-the*-last ten *years*. Trusting *to*-receive *a* reply *at-your*--early-convenience,

Yours-sincerely,

LESSON 34.

SUFFIXES AND TERMINATIONS.

140. The suffix *-ing* is generally expressed by the stroke ⌣, and *-ings* by ⌣; thus *placing*, *facings*, *guessing*, *meanings;* but when the stroke is not convenient, *-ing* is expressed by a light *dot*, and *-ings* by a light *dash;* thus *shipping*, *plating*, *waving*, *winnings*, *engravings.*

141. (*a*) The endings *-ality*, *-ility*, *-arity*, etc., are indicated by *disjoining* the stroke preceding the ending; thus *finality*, *durability*, *instability*, *popularity*, *regularity*, *majority.*

(*b*) The termination *-logical-ly* is expressed by a disjoined / *j;* thus *mythological.*

142. The suffix *-ment* is expressed by ⌣ *ent*, when the sign ⌢ will not join easily; thus *consignment*, *commencement*, *resentment*, *pavement*, *refinement;* but ⌢ is written in words like *elopement*, *commitment*, *enjoyment*, *agreement*, *concealment*, *detriment.*

143. The suffix *-mental*, *mentally*, or *-mentality* is expressed by *disjoined* ⌢ *mnt;* thus *instrumental--ly-ity.*

144. The suffix *-ly* is generally expressed by ⌒ joined or disjoined, as may be convenient; thus *sweetly*, *friendly*, *absolutely*, *confidently.* The *l* hook may sometimes be used

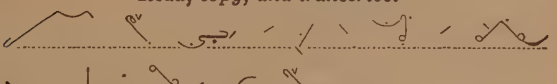
in words ending in *-ly;* thus *briefly,* *deeply,* *actively.*

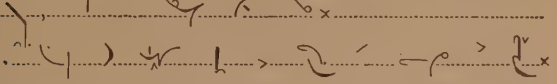
145. The suffix *-ship*, is expressed by , joined or disjoined, as may be convenient; thus *citizenship,* *hardship,* *clerkship.*

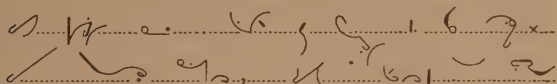
146. The terminations *-fulness, -lessness* and *-lousness* are expressed respectively by *disjoined* *fs* and *ls.* thus *usefulness,* *uselessness,* *lawfulness,* *lawlessness,* *sedulousness.*

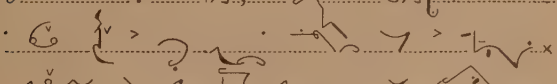
Exercise 170.

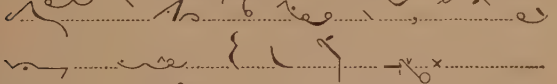
Read, copy, and transcribe.

1 

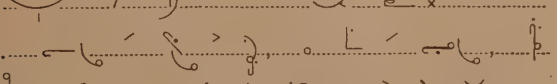
2 

3 

4 

5 

6

7 

Exercise 171.

Write in Shorthand.

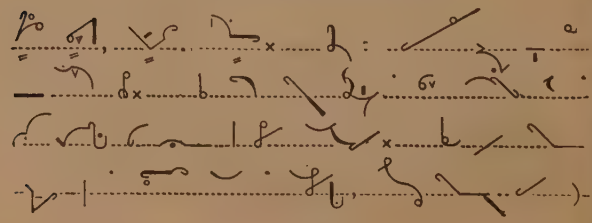
1. Replying *to-your* letter *of-yesterday, we-are* arranging *to*-forward-*the* couplings *and* connecting rods *by*--express *this*-evening.
2. *In*-reply-*to-your*-favor, *we-would* say *that-the*-majority *of-the* designs *are* wanting *in* originality *and* attractability, *and-we*-fear *they-will-not* attain *a* popularity *sufficient to* warrant *us in* stocking *them.*
3. Candidly *speak*ing, *we-think-the* patterns *are* badly designed, *and-though-it-is* distantly possible *that-they-may* sell well, *we-think-we should-be* acting imprudently *if-we* bought *them.*
4. Please-note *that-the*-present order came *through-the* instrumentality *of Mr.*-Smith, *and-is* supplemental *to-the one we* received *yesterday.*
5. *The* delay *of-the* scheme *and-the giv*ing *up of-the first* proposal *was-the* cause *of-great* resentment.
6. *The* inspectorship *of-the* re-arranged district *was-given to-him in* consideration *of-his great* ability.

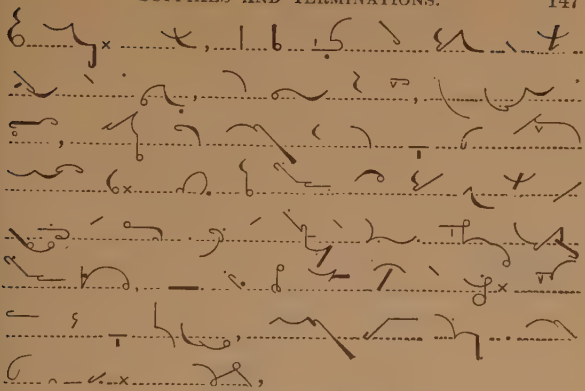
CONTRACTIONS.

never, *nevertheless*, *notwithstanding*, *enlarge*, *enlarged*, *probable-ly-ility*, *practice*, *practise-d*, *practicable*, *imperfect-ion*, *satisfaction*, *satisfactory*, *unsatisfactory.*

Exercise 172.

Read, copy, and transcribe.





Exercise 173.

Write in Shorthand.

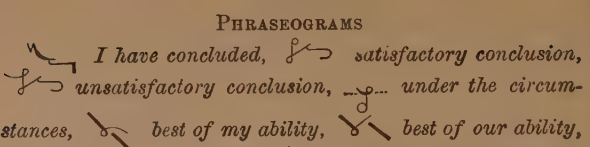
Mr. George Manning,
St. Paul, Minn.

Dear-Sir:

In-reply-*to-your*-favor *of-yesterday we would*-say *that--we-never* hesitate *to*-replace *a* machine *which does-not give* complete *satisfaction. Nevertheless,* where *practicable we*-like *to* assure *ourselves that-the-imperfection was* present *when-the*-machine left *our hands. As a* rule, *this-is very improbable, because-we*-take *every care to* insure *an* absence *of imperfection in every* machine *sent-out. We-are*-satisfied, *however, that in-the*-present-instance, *notwithstanding our care, there-has-been an over*sight, *probably on-the*-part *of one of-the* new *hands* engaged since-*we enlarged our* works, *and-we-shall-be*-glad *if-you-will* return-*the unsatisfactory* machine *at-our* cost. *It-is* practically *impossible that*-such *an* error *should-be* committed again. *It-is satisfactory to us to know that-you-will-not* permit *this* accident *to* interfere *with your* friendship *for our* firm. *We* flatter *ourselves that-you*-recognize *us as* practical men, *who-have always practised* straightforward business methods.

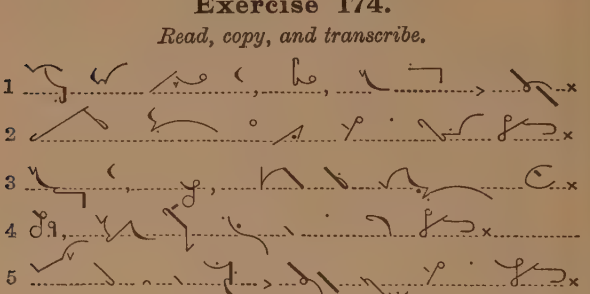
Respectfully-yours,

PHRASEOGRAMS


I have concluded, satisfactory conclusion, unsatisfactory conclusion, under the circumstances, best of my ability, best of our ability, best of your ability, best of their ability.

Exercise 174.

Read, copy, and transcribe.



Exercise 175.

Write in Shorthand.

1. *I*-am confident *that under-the-circumstances you-will* reconsider *your* decision, *and-will* accept-*the* consignment.
2. *Having* considered *all-the circumstances, I-have*-concluded *to-give you-the* agency, *and-I*-hope-*you-will* exert *yourself to-the* best-*of-your*-ability *to*-make-*it* profitable *to* both *of us*.
3. *We*-regret *to*-report *that-the* negotiations *have come to an unsatisfactory*-conclusion.
4. *We*-assure-*you that-the* business *shall-be* looked after *to-the* best-*of-our*-ability, *and-that-we-shall* spare *no* pains *to*-bring-*the*-matter *to a satisfactory*-conclusion.

LESSON 35.

OMISSION OF CONSONANTS.

147. In order to obtain more facile outlines, certain medial consonants may be omitted, as follows:

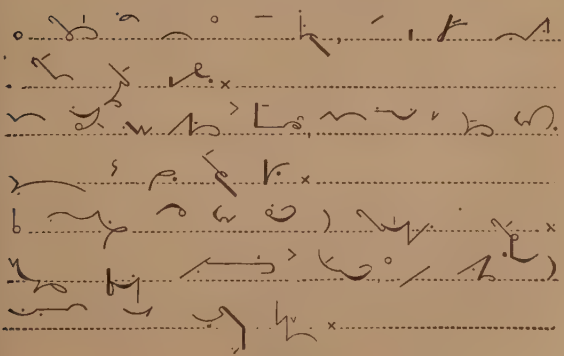
(*a*) *P* between *m* and *t*, or between *m* and *sh;* thus *prompt*, *stamped*, *redemption*, *presumption.*

(*b*) *T* between the circle *s* and another consonant; thus *postage*, *postage stamp*, *postpone*, *testimony.*

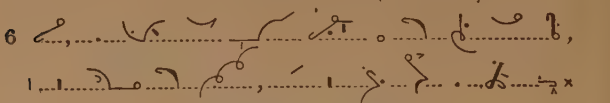
(*c*) *K* or *g* between *ng* and *t* or *sh;* thus *adjunct*, *conjunction*, *anxious*, *sanction.*

Exercise 176.

Read, copy, and transcribe.



5

6 

Exercise 177.

Write in Shorthand.

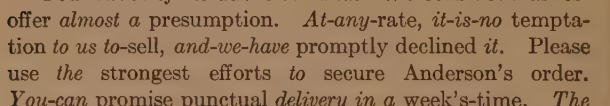
Mr. Charles Warner,
Cleveland, Ohio.

Dear-Sir:

Your-favor *of-the* 4th *is at hand.* *We*-consider Barnes' offer *almost a* presumption. *At-any*-rate, *it-is-no* temptation *to us to*-sell, *and-we-have* promptly declined *it.* Please use *the* strongest efforts *to* secure Anderson's order. *You-can* promise punctual *delivery in a* week's-time. *The* market here *is very* restless, *and* business *is* languishing *in*-consequence. *We*-note *your remarks* about-*the* sacks, *and-will* attend *to-the*-matter *immediately.*

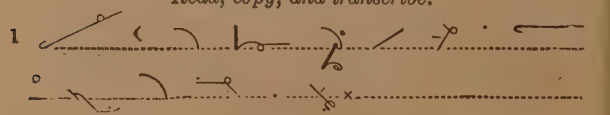
Yours-truly,

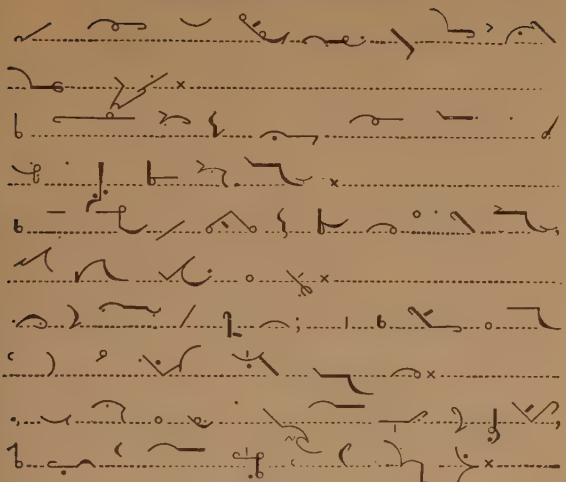
CONTRACTIONS.



Exercise 178.

Read, copy, and transcribe.

1 



Exercise 179.

Write in Shorthand.

1. *We*-regret-*the mistake in* forwarding *you a description of-the* wrong cloth, *and-we-have* despatched *a special messenger with-the* correct details.
2. *We* read *in-the* new *magazine that-the-government has relinquished-the* claim *to* control *the domestic* policy *of-the* ruler *and-there-is justification for-it.*
3. *The distinguished* speaker *in-his generalization* summed *up-the character of-the organization with characteristic* ability, *though-we-think he-was mistaken in-his* condemnation *of-the* recently signed *covenant.*
4. *We-have organized a* new system *of*-collection *which--we* hope *will* reduce, *if-it-does-not* entirely *extinguish, the* losses *on* returns.
5. *A magnet is a* body *which-has-the* property *of* attracting iron *and other magnetic* bodies.
6. *The* science *of magnetism has-been* studied *for*-many centuries.

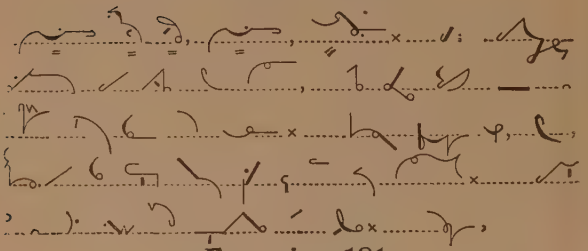
PHRASEOGRAMS.

just possible, *just received,* *last week,*

this week, *next week,* *last month.*

Exercise 180.

Read, copy, and transcribe.



Exercise 181.

Write in Shorthand.

Mr. S. Webb,
New Orleans, La.

Dear-Sir:

We-have-just-received *a* cable *informing us that-the*-goods *you*-wrote about last-week *have-been* shipped *and may-be expected* here *at-the*-end *of next*-week. Last-month's sales, *it*-appears, were *unusually* heavy, *and-there-was a* little delay *in* obtaining exactly *the* material required. *Our* correspondents *inform us* also *that-it-is* just-possible *that*-prices *will* rise, *and-that* instructions *must-be-sent immediately if-they-are to*-forward *a* further supply *at*-present rates.

Yours-truly.

LESSON 36.

FIGURES.

148. Figures *one* to *seven*, and the figure *nine* are written in shorthand. All other numbers, except round numbers, are represented by the ordinary Arabic numerals. Round numbers, dollars, and pounds, may be expressed by using the shorthand letters, as follows:

for *hundred* or *hundredth;* thus 4 , 400.

for *thousand;* thus 5 , 5,000; 5 , 500,000; 250 , $250,000.

for *million;* thus 4 ,4,000,000; 4 ,400,000,000.

for *billion;* thus 2 , two *billions.*

Dollars and *cents* may be written thus 7^{16}, $7.16.

Exercise 182.

Write in Shorthand.

The Shah *of* Persia *owns a* pearl *which-is* valued *at* $650,000, *and-the* Pope *is* said *to-be-the* possessor *of-one* worth $80,000. Queen Victoria *had a* necklace *of* pink pearls *which-was* worth $80,000; *but-the* ladies *of-the* Rothschild family possess pearls *of* far *greater* value. Baroness Rothschild *has a* pearl necklace valued *at* $200,000.

The cotton marketed since September 1 exceeds 12¼ million bales. *The* actual *production cannot have-been* far *short of* 14,000,000 bales. Spinners' takings *from* September 1 *to* June 2 amounted *to* 10,269,000, *of-which* 2,514,000 were British, 3,815,000 Continental, etc., *and* 3,940,000 American *and* Canadian. *It-is* computed *that--the*-present supply, visible *and* invisible, amounts *to*

6,768,000 bales. *The prospects for next year* appear *to be anywhere* between 11,000,000 *and* 14,000,000 bales, *but it-is-impossible to* predict *more* closely than *this.*

We-have-your check *for* $115.25, *which-we-have*-placed *to-your*-credit. Please-note-*that* since-*we* last wrote-*you the* price *of* steel *has* advanced $1.25 per ton. *Our* price per gross *of* sharpeners *is*-now $18, f. o. b. New Orleans *or* Boston.

Exercise 183.

Write in Shorthand.

Mr. C. N. Pitt,
Louisville, Ky.

Dear-Sir:

We should-be-pleased *to*-purchase *the* return *or over* issue copies *of-your* magazine *and* pamphlet *publication as* waste-paper. *We*-send men *to* bag *it up and* take-*it* away *and-we* pay prompt cash. *We* also guarantee *that--each and every* copy received *shall go to-our* paper mill *and--be* destroyed.

If printed *on* rag paper *we-will* pay *you* 60 cents per 100 lbs. *When you have an* accumulation *of* 1,000 lbs. *or over, if-you-will* advise *us by* telephone *or* mail, *we-will--be*-pleased *to*-send *for it.*

This quotation *is subject to* change *without* notice.

Very-truly-yours,

Exercise 184.

Write in Shorthand.

Mr. S. A. Walker,
Minneapolis, Minn.

Dear-Sir:

We-enclose *our* check *for* $7.50 *which-will-be* accepted *in* part payment *of any* suit *or over*coat purchased *at-our* wardrobes, 290 *or* 314 Main Street, before September 25th.

At-this season *of-the year to* dispose *of-our* surplus stock *and-as an* additional inducement *to-you to*-test *the* convenience *and-character of* "Semi-ready" tailoring—*we*-make *this* sincere *and* genuine offer.

"Semi-ready" means suits ready *to*-try *on*, finished *to* order, *no* ugly misfits, *no* delays. *Our* system *is-not an* experiment, *as-in* five *years we-have* established *and*-now operate twenty-nine wardrobes *in-the United States and* Canada.

All-prices *are* woven *in-the* inside breast pocket. Suits $20 *to* $40. Money back *if* dissatisfied.

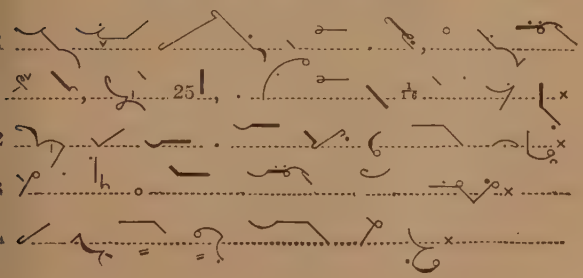
Respectfully,

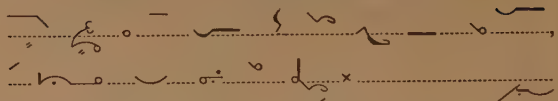
CONTRACTIONS.

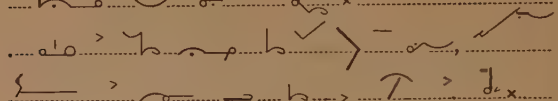
captain, capable, incapable, appointment, disappointment, attainment or atonement, entertainment, contentment, indignant-ation, resignation, antagonist-ic-ism, inscribe-d, inscription, instructive, instruction.

Exercise 185.

Read, copy, and transcribe.



5 

6 

7

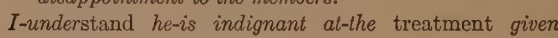
8

Exercise 186.

Write in Shorthand.

1. *We-believe-that Captain* Walker *has* declined *io inscribe his* name *on-the* register *of-members of-the* club.
2. *The resignation of so capable a* man *has been a great--disappointment to-the-members.*
3. *I-under*stand *he-is indignant at-the* treatment *given to-his* late *antagonist.*
4. *He-thinks-the* committee *are incapable of*-making *sufficient atonement for-their* conduct.
5. *His* example *may-be* followed *by-others, so-that I*-fear--*the* proposed *entertainment will-be impossible* now.
6. *This* period *of* inactivity *is quite* unexampled *in-the* -history *of-the* company.
7. *The appointment of Mr.* Black *as* assistant *general-manager may* alter *the* present state *of things, and* possibly produce *contentment in-the*-minds *of-the* shareholders.
8. *It-may-be-that-the* amount *you*-mentioned *was* $25.50, *or a* little *over.*

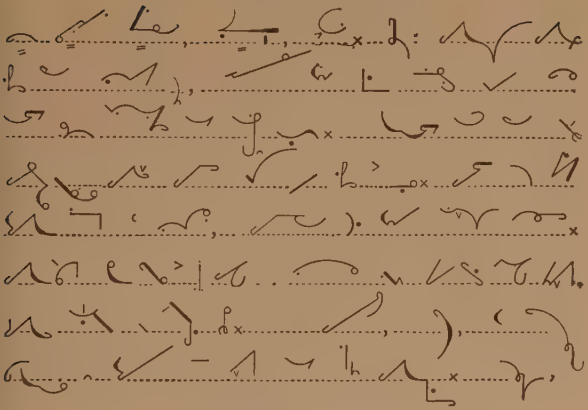
PHRASEOGRAMS.



in regard to, with regard to, having regard to, with respect to, in relation to, in relation to, with reference to, I have received.

Exercise 187.

Read, copy, and transcribe.



Exercise 188.

Write in Shorthand.

Mr. W. C. Shaw,
Memphis, Tenn.

Dear-Sir:

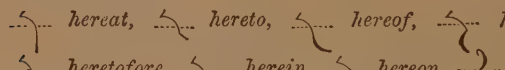
In-reply-*to-your* inquiry *with*-regard-*to our special* grade index cards, *we*-enclose-herewith *several* samples *with* prices marked *on each*. *Having*-regard-*to-the* fact *that-you-are* likely *to*-take *large* quantities, *we-have*--quoted-*you very*-low-prices. *With*-reference-*to your observations as-to-the* extension *of-the* system, *we-may*-say *that-we-have*-received letters *from all* parts *of-the* country assuring *us that-it gives the* utmost *satisfaction*. *We-shall*--*be*-glad *to*-hear further *from-you in*-relation-*to-the* typewriter supplies *for-which-we*-quoted-*you* last week.

Respectfully-yours,

LESSON 37.

COMPOUND WORDS.

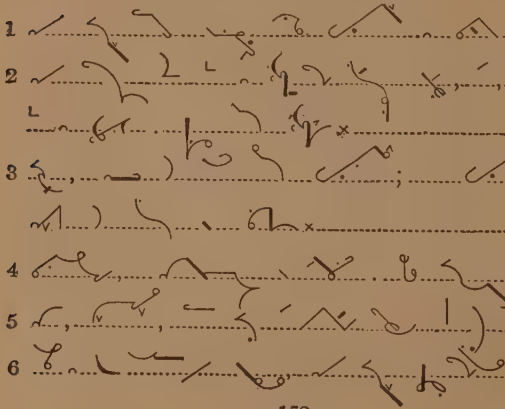
149. Compounds of *here*, *there*, *where*, etc., are written as follows.



hereat, *hereto*, *hereof*, *herewith*, *heretofore*, *herein*, *hereon*, *thereat*, *thereto*, *therewith*, *therein*, *thereon*, *whereat*, *whereto*, *wherecf*, *wherewith*, *wherein*, *whereon*, *whereas*, *whereabout*, *inasmuch*, *furthermore*.

Exercise 189.

Read, copy, and transcribe.



Exercise 190.

Write in Shorthand.

1. *We*-enclose-herewith-*the* specimens whereof *we* spoke, *and* whereto *we* ask *your* attention.
2. *The* documents whereon *we* rely, *and* wherein *you-will*--find *our* case fully stated, *are* enclosed-herewith.
3. *The* facts *of-the* case were laid before-*him* last Christmas *or* thereabouts, whereat *he-was surprised, and* whereon *he* expressed *his* views *in-the*-letter herein enclosed.
4. *We-have-your*-letter *of-the first-instant, and-the* accounts therein referred *to are* enclosed-herewith.
5. *We-call your* attention thereto, *and* entrust *the* consideration thereof *to*-yourself *and* partner.
6. *I* questioned *the information* whereof *he* spoke, *and-I-sent him your*-letters, pointing-*out that-therein he-would* find-*the true* statement *of-the* case.
7. Hereat *he-was, it*-seems delighted, *and* hereto *he*-drew-*the* attention *of-the members*, whereat *they*-were-pleased, *and* where*upon they* withdrew *their* opposition.
8. Please-note-*that-the*-goods named *in-the*-order enclosed-herewith *must-be delivered* forthwith.

Exercise 191.

Write in Shorthand.

Mr. Abraham Samuels,
St. Louis, Mo.

Dear-Sir:

Will-you let-us give you information wherewith *you--can* save *from* twenty *to* fifty per-cent. *in-your* Billing *and* Order Department? *The information* offered herewith *is yours for-the* asking. *See* slip attached here*to*. *Would thank-you for an acknowledgment.*

Yours-very-truly,

Exercise 192.

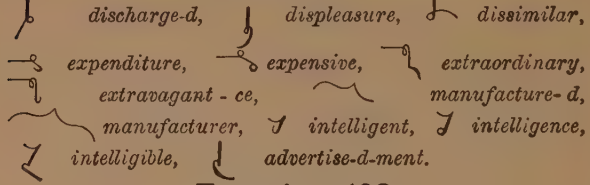
Write in Shorthand.

Mr. Benjamin J. Neale,
St. Joseph, Mo.

Dear-Sir:

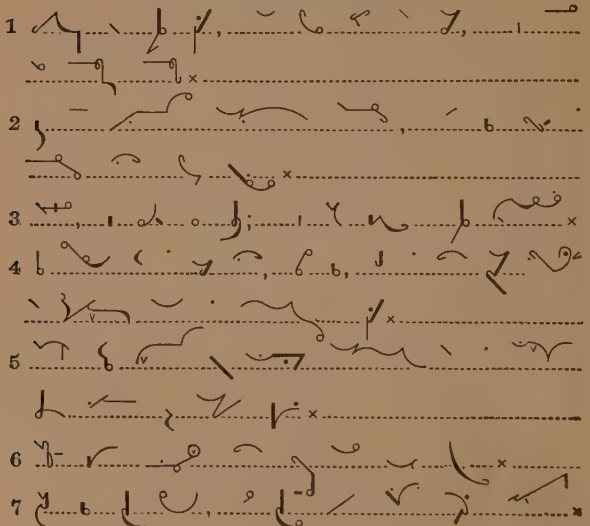
Herewith *we have-the-pleasure to* enclose *our* new price-list, wherein *you-will*-find *particulars of-several* lines *that should* appeal *to-you*. *You-will-see-the* details whereof *we speak on* page 44. *Respectfully-yours,*

CONTRACTIONS.



Exercise 193.

Read, copy, and transcribe.



Exercise 194.

Write in Shorthand.

Mr. Charles Sellers,
Detroit, Mich.

Dear-Sir:

After *an extraordinary expenditure of*-time *and* money, *we-have*-succeeded *in manufactur*ing *an* article, *which-will*-prevent-*the extravagant* waste *of* starch *which*--now *goes on in-our public and* private laundries. *The* article *is* entirely *dissimilar to anything* hither*to* invented. *It-is-not-expensive, and-we-believe it-will-be largely* taken-*up by manufacturers,* dyers, *and* finishers, *immediately it-is put on-the* market. *We-want an intelligent* man *to-represent us at-the* approaching Exhibition; *a* man *of*-quick *intelligence, able to* explain *intelligibly the* merits *of-the* new invention, *and who-would discharge in-the* best possible-*way the* duties *of-our* agent *on-the*-spot. *We-under*stand *that-you would-be* willing *to*-consider *an* offer *of*-such an *appointment, and-we should-be*-glad *to-have-you cali-upon-us* some day *next*-week *to* discuss-*the*-matter. *With-regard-to your* complaint about-*the* borax, *we-think-you had* cause *for-your displeasure, and-we-will-see-the manufacturer.*

Respectfully-yours,

Exercise 195.

Write in Shorthand.

Mr. Clement Newton,
Dayton, Ohio.

Dear-Sir:

May-we advise *you to*-try-*the expenditure of a* few *dollars on an advertisement in-our* columns? *You-will*--find-*the* cost *not extravagant, while-the* result, *we-are* confident, *will-be very satisfactory. We-know-the* old *ways of* displaying *advertisements, and-we* adopt entirely *different* methods, less *expensive, and* far *more* effective. *We*-enclose *our* rates *and*-trust-*to*-hear *from-you.*

*Yours-tru*ly,

LESSON 38.

INTERSECTIONS.

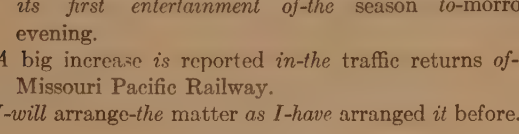
150. The shorthand writer may provide himself with brief, distinctive, and easily written outlines for the titles of companies, officials, etc., and for frequent colloquial phrases, by employing the principle of intersection, or the writing of one stroke consonant through another, as in the examples which follow, and from which the student may devise similar phraseograms to suit his requirements. Thus may be used for *party;* for *bank;* for *attention;* for *department;* for *Journal;* for *company;* for *authority;* for *society;* for *railroad;* for *arrange-d-ment;* etc.; as *political party,* *party, question,* *Bank of New York,* *National Bank,* *my attention has been called,* *I ask attention,* *wagon department,* *shipping department,* *Pitman's Journal,* *Journal of Commerce,* *Hazel & Co.,* *The Jones Publishing Co.,* *local authority,* *medical authorities,* *dramatic society,* *Pennsylvania R.R.,* *South Carolina R.R.,* *I shall arrange,* *I have arranged,* *please make arrangements.* When the direction of the letters will not allow of intersection, the second stroke may be written close to or under the first; as *Knox & Co.*

Exercise 196.

Write in Shorthand.

1. *The* party leaders *are to*-meet *to*-morrow-evening *to*--make arrangements *for-the com*ing election.
2. *The* manager *of-the* State Bank writes *to-the* "Engineering Journal," *calling* attention *to-the* new savings department.
3. *The New York Publishing* Co. *has* issued *a* new catalog *of-its* works.
4. *The* medical authorities declare *the* port absolutely free *from-the* plague.
5. *The* Baltimore Musical *and* Dramatic Society *gives its first entertainment of-the* season *to*-morrow-evening.
6. *A* big increase *is* reported *in-the* traffic returns *of-the* Missouri Pacific Railway.
7. *I-will* arrange-*the* matter *as I-have* arranged *it* before.

CONTRACTIONS.



individual, investment, interest, interested, uninteresting, disinterested-ness, applicable-ility, astonish-ed-ment, certificate contingency.

Exercise 197.

Write in Shorthand.

Mr. R. Mason,
Toronto, Can.

Dear-Sir:

Referring *to-the individual who called* last-week *respecting an investment, it-may interest-you to know that-we-have* discovered, *to-our astonishment, that-the*-man *has* since left-*the* country. *We*-were-*told by a* perfectly *disinterested* person *that-the stranger had had a* far

from uninteresting career. *He* won *a high*-speed *certificate when-he-was* sixteen *years* old, *and when-his* father died *was* left *with sufficient* funds *to*-meet *any* ordinary *contingency*. *He* lost *much* money, *however, and* seems *to-have* intended *to*-make *a* safe *investment of-the* remainder. *We*-now *see-the applicability of-his remark* about *not having* "*all-your* eggs *in-one* basket," *though-we-could--not* make-*it applicable to-his* business *at-the*-time. *We--will* let *you know if-we* hear *anything*-further about-*him*.

Respectfully-yours,

Exercise 198.

Write in Shorthand.

Mr. George Hewson,
Cumberland, Md.

Dear-Sir:

We-desire *to-call your*-attention *to-the* fact *that-this--is-the-most* appropriate time *for* placing contracts *for advertisements*. *Knowing that-you-are-interested in-this--*matter, *we*-take-*the-liberty of* enclosing *a* pamphlet explaining *our* latest methods *of* distributing circulars, etc., *and-we*-hope-*you-may-be* inclined *to put our* methods *to-the* test. *We-have a* staff *large* enough *to*-meet *any contingency*.

Yours-very-truly,

Exercise 199.

Write in Shorthand.

Mr. James Lee,
Richmond, Va.

Dear-Sir:

We-are astonished to-learn *that your certificate has--not-yet* reached *you, and-we-are* making inquiry *of-the* framer. *He-is usually a very* prompt *individual, and--we-can* scarcely *think-he-has neglected our instructions*.

Respectfully-yours,

LESSON 39.

DISTINGUISHING VOWELS.

151. Regular and systematic practice in the writing and reading of shorthand characters, with a careful following of the rules for the indication of vowels, will enable the student to dispense with vocalization to a large extent. Nevertheless, he should not hesitate to insert a vowel where it seems necessary for the sake of distinction, as, for instance, in such words as *lady* (to distinguish it from *load*), *enemy* (to distinguish from *name*), *extricate* (to distinguish from *extract*). An uncommon proper name, too, should always be vocalized when written for the first time, though the outline may be left unvocalized should the name occur again in the same matter. Speaking generally, the stenographer should rather err on the side of over-vocalization than run any risk of illegibility by omitting necessary vowels.

Exercise 200.

In this exercise the italic letters indicate the vowels which should be inserted.

We should-neither *a*ccept any theories nor ad*o*pt any views, however v*o*luble the *a*dvocates of-such-may-be except we-are convinced that-they-are authorized, and--have-been tested and *a*ttested by-those upon whose veracity we-can rely, or unless our-own reason approves of-them and-we-have *a*mple proof that-though they-may--have some defects, their adoption will-be valuable to us in-the-main, that-we-may employ them to-the benefit of--ourselves and others, and-that-they-will-be readily available on occasions of necessity. No matter how *a*pposite the arguments may appear which-are *a*dduced to-move us from an *o*pposite opinion, we should-be as *a*damant in the face of any demand upon-the feelings,

which-our reason does-not sanction. Thus, any *a*ttempt to-tempt us to foolish actions will-only *e*nd in-the failure *of-the* tempter. We-have-been end*o*wed with mental faculties far-and-*a*way above those with-which-the lower *a*nimals are end*u*ed, in order that-we-may protect ourselves from-our enem*i*es, and may add to-our happiness. It-is a fact, however, that-such-is-the *e*ffect of-persuasion upon some persons of weak will that-they become as mere wax in-the hands of-those-who-would lure them to--ruin. With-such people it-seems only necessary for a fluent rogue to *a*dvance an *a*lluring prospect of an *a*ffluent position at-little cost, and-they fall at-once, without a defence, into-the trap set for-them. Is-not-this-the secret of almost every-successful fraud we-have-heard or read of in-any-nation? There-are, *a*las, too-many--persons who-make-it their vocation or *a*vocation in life to dupe others less able than themselves. They-have no feelings of honor, or *e*lse would-not prey on-the failings of-those around. They despise veracity, and-their greed for gold amounts almost to *v*oracity. To obtain possession of-riches they-make light of-every opposition, and are slow to *a*dmit themselves beaten. They-are *a*verse to honest labor, and-yet they spare no pains to become versed in-the cunning arts necessary to-extract money from their victims, and to-extric*a*te themselves from-the consequences of-their illegal actions. They devise a plot, and, under-the semblance of *a*dvice, they *o*perate on-the greed and-credulity of ignorant persons, and--having thrown them off their guard, lead them into foolish *a*dventures. Truly "A fool and-his money are easily parted." We should-not *a*ttach too-much importance to a scheme because-it-is introduced with a flourish of fair words, nor should-we touch any speculative *a*ffair without first subjecting it to an accurate examination. If-we-could only examine the *a*nnual returns of failures and *a*nalyze their-causes, we should-find that many are *a*ttributable to an *u*tter absence of-judgment in-the conduct of business, and an over confidence in-the n*i*cety and honesty of-others.

CONTRACTIONS.

Exercise 201.

Write in Shorthand.

1. *I-think-the* railroad company's *representative was--much too familiar, and I-shall remonstrate with him on-the first opportunity.*
2. *It-is singular that-they should* choose such *a* time *to demonstrate their strength.*
3. *It-was* originally *his* intention *to*-join *the ministry, but he-was* obliged *to* abandon *the* idea.
4. *The* original owner *was a very singular individual, who never* indulged *in familiarity with anyone.*
5. *An indispensable preliminary was-the* signing *of-the* register *at-the* door *of-the* hall.
6. *It-is indispensably* necessary *that-you-should-be*-present *at-the meeting to*-morrow.

Exercise 202.

Write in Shorthand.

Mr. Richard Young,
Milwaukee, Wis.

Dear-Sir:

Replying *to-your*-favor *of-the* 1st *inst., the* original *of-the* document *to-which-you*-refer *may-be*-seen here, after *a preliminary* examination *of-your* credentials. *This-is an indispensable* condition, *and-it-is singular that-you-should-not-be familiar with-it. The circumstance would* appear *to* show *that-you-are a stranger in-this* district *We should-be*-pleased, *however, to see-you whenever you care to-call.*

Yours-truly,

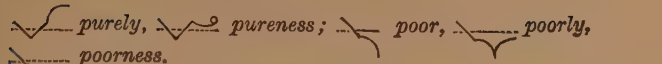
LESSON 40.

DISTINGUISHING OUTLINES.

152. There are some words which have *outlines of their own;* that is, they are readily recognized by their distinctive forms, which it is difficult to read for any but the words they are intended to represent. The following are examples of such words: *instincts,* *disqualifies,* *distinction,* *pronounce,* *miserably,* *fortunately.*

153. The following list of similar words, distinguished by a difference of outline, is selected from the longer list given in "Pitman's Shorthand Instructor."

petrify, *putrefy;* *passionate,* *patient;* *purpose,* *propose, perhaps;* *appropriate,* *properly,* *propriety,* *purport;* *appropriation,* *preparation;* *proffer,* *prefer;* *provide,* *pervade;* *prosecute,* *persecute,* *prosecution,* *persecution;* *detriment-al,* *determined;* *debtor,* *editor;* *defray,* *defer;* *courage,* *carriage;* *factor,* *factory;* *favored,* *favorite:* *staid,* *steady,* *considerate,* *considered;* *impassioned,* *impatient;* *unavoidable,* *inevitable;* *learned* (verb), *learned* (adjective); *regard,* *regret.* *Pure* and *poor,* and derivatives of these words, are written in the third position, and are distinguished thus: *pure,*



Exercise 203.

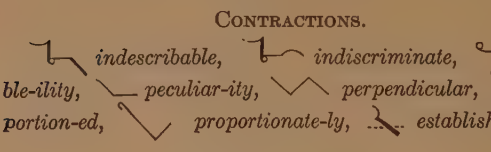
Write in Shorthand. The distinguishing words are printed in SMALL CAPITALS.

1. *A* man *of-his* DISTINCTION *in* learning *can* easily say *whether-the thing will* PUTREFY *or* PETRIFY.
2. *The* PASSIONATE behavior *of-the* MISERABLE fellow contrasted strongly *with-the* PATIENT bearing *of-his* companion.
3. PERHAPS *you* PROPOSE *to* accomplish *your* PURPOSE *in*-another-*way*.
4. *We*-consider *it very* APPROPRIATE *that-the*-PROPERTY *should go to a* man *of*-such PROPRIETY.
5. *What-is-the* PURPORT *of-the* APPROPRIATION *for-which--you-are* making such *care*ful PREPARATION?
6. *If-you* PREFER *to*-PROFFER *your* services free *of*-charge, *I-shall* DEFER *my*-proposal *to*-DEFRAY *your* expenses.
7. *The* presence *of-the* ladies *will*-PROVIDE *an* air *of*--quietness *that-is sure to*-PERVADE-*the* whole conference.
8. *I*-fear-*the* PROSECUTION *has* become *a* PERSECUTION, *and-that-they* PROSECUTE *the* case now *rather to* PERSECUTE *the* UNFORTUNATE man than *to*-secure justice.
9. *The* POORNESS *of-the* bread *was* compensated *by--the* PURENESS *of-the* milk.
10. *I*-REGARD-*the* EDITOR *as-my* DEBTOR *for-the*-amount, *but I*-REGRET *to* say *he does-not* recognize *my*-claim.
11. *The* STEADY COURAGE *of-the* STAID student *in* stopping *the* CARRIAGE won-*the* admiration *of-the* FACTOR, *and-the youth is*-now engaged *at-the* FACTORY.
12. *We*-were-FAVORED *with an* IMPASSIONED address *from our* FAVORITE speaker, *who,* IMPATIENT *at what-he* CONSIDERED-*the* want-*of* CONSIDERATE treatment *by-the* mayor, gave *us a* rousing discourse.

13. *It-was* INEVITABLE, *in-the* UNAVOIDABLE absence *of Mr.* Brown, *that-you-should* RESUME *your* position *and* REASSUME *the* control *of-the* FACTORY.

14. FORTUNATELY, *his* INSTINCT *as a* scholar led *him to--*PRONOUNCE-*the words* properly, *or he-would-have--been* DISQUALIFIED.

CONTRACTIONS.



Exercise 204.

Write in Shorthand.

(*a*) *Dear*-Sir: *The peculiar* novelty about *which-you* inquire *is* simply *indescribable in a* letter, *as we-are* perpetually *informing* inquirers. *We-have*-just *established a* branch *in New York,* where *you-can inspect-the* article *at any*-time. *Respectfully-yours,*

(*b*) *Dear*-Sir: *The indiscriminate* attacks *which-you have-been* pleased *to*-make *upon-the* management *of-this establishment are altogether out-of proportion to-the* gravity *of-the mistake we* made, *and-we* appeal *to-you to* discontinue *them at*-once. *Respectfully-yours,*

(*c*) *Dear*-Sir: Replying-*to-your*-letter *of-yesterday, we--think your*-writing *is too perpendicular, and that-you do--not* observe *a* due *proportion in-the*-size *of-the* letters. *Your* downstrokes *are by-no*-means *proportionate in* length *to-the* horizontals, *and you-are rather indiscriminate in-the* use *of*-phrases. *The most sensible* plan *for a* man *of--your sensibility would-be to*-take *a* course *of*-private lessons, *and-we-shall-be*-pleased *to see-you with a* view *to-this. We-do-not* propose *to establish a* branch *in-your* town *at--*present. *Yours-respectfully,*

The following letter to be written in Shorthand.

Exercise 205.

Messrs. L. Baring *&* Co.,
Indianapolis, Ind.

Gentlemen:

We-are-deeply *sensible of-your*-kindness *in giving us--the information* set forth *in-your*-favor *of-the* 10th *inst., and-we-shall-be*-pleased *to*-reciprocate *at any*-time *when--it-may-be in-our* power *to-do-so. The* business *is a peculiar one, and-we-have to be care*ful *not to*-take *an* undue *proportion of*-risk *by indiscriminate* haste. *Thanking you* again *for-your* courtesy, *we* remain,

Yours-very-truly,

Exercise 206.

Mr. G. E. Heeney,
Savannah, Ga.

Dear-Sir:

We-have-your-letter *of-yesterday, and-we-are* looking into-*the*-matter. *We-are quite* unable *at*-present *to*-explain-*the* cause *of-the* trouble *with-the* last consignment, *but-we-will* write-*you* again *in a* day *or-two.*

Yours-truly,

Exercise 207.

Messrs. Stainer *&* Co.,
Boston, Mass.

Gentlemen:

We-are-much-obliged *for-your information* about-*the* stain, *and-we*-enclose-herewith trial order *for* five gallons *of No.* 3 quality, dark. *We-shall-be*-glad *if-you-will also send a* specimen *of-the* work *of-No.* 5a.

Yours-truly,

Exercise 208.

Mr. H. A. Carey,
Washington, D. C.

Dear-Sir:

We-take-*pleasure in*-enclosing-*you a* card herewith, *upon* presentation *of-which at our* Mineral Spring

Pavilion, *we-will-be*-pleased *to*-serve *you with any of-our* artificial mineral waters *in-which-you-may-be particularly interested, and-will give you any-information you-may* desire.

Our waters *are* compounded *according-to-the* standard analysis *of-the* various *natural* springs, *and are manufactured* only *with* chemically pure salts *and* distilled water.

We-feel *that-the* fact *that our* waters *are* prescribed *by, and* used *in-the* families *of-over* eighteen hundred physicians *in-this* state, *should-be a sufficient* guaranty *of-their* purity *and* wholesomeness.

This pavilion *was* erected *in* 1904 *at-the* request *of* numerous physicians, *and-is* used *during-the* early morning *hours by* patients *who-have-been sent there by-their* physicians *to-take one of-the* various cures, *and* derive, *at-the-*-same-time, *the* benefit *of* exercise *in-the* open air.

Yours-respectfully,

Exercise 209.

Mr. C. Singer,
New York, N. Y.

Dear-Sir:

The Department *of* Education, Corner Park Avenue *&* 59th Street, Borough *of* Manhattan (where specifications *may-be* obtained), invites bids until 3 p. m., Sept. 14th, 1915, *for* furnishing *and delivering* text-books, maps, globes, charts, pictures, etc., *for-the* Day *and*-Evening Elementary Schools, *the* Day *and*-Evening High-Schools, *and-the* Training-Schools *of-the* City *of New York.*

We-will-be-pleased *to* arrange *for-the* execution *of* Bid Bond required.

Yours-very-truly,

THE GRAMMALOGS AND CONTRACTIONS.

Arranged in the order in which they are given in the preceding pages.

LESSON 1. a *or* an, the, all, too *or* two, of, to, owe *or* Oh! he, on, but.

LESSON 2. awe *or* ought, who, (*up*) and, (*up*) should, happy, up, put, by, buy or bye, be, to be, at, it, out.

LESSON 3. had, do, different-ce, much, which, each, large, can, come, go *or* ago, give-n.

LESSON 4. half, if, have, thanked, think, youth, though, them *or* they.

LESSON 5. I *or* eye, how, why, ay (*yes*), beyond, you, with, when, what, would.

LESSON 6. saw, so *or* us, see, was, whose, shall, wish, usual-ly.

LESSON 7. as *or* has, is *or* his, because, itself, those, this, these *or* thus, me *or* my, him *or* may, myself, himself, are, our *or* hour.

LESSON 8. first, most, must, influence, influenced, next, in *or* any, no *or* know, own, suggest-ed.

LESSON 9. as his, is as, this is *or* themselves, ourselves, special-ly, speak, several, yes, high, house, we, way.

LESSON 10. language *or* owing, thing, young, anything, nothing, something, or, your, year.

LESSON 12. apply, people, by all, able, belief *or* believed, at all, tell, till, deliver-ed-y, call, equal-ly, doctor, Dr., dear, during, dollar-s.

LESSON 13. for, over, ever-y, valuation, evil, other, more *or* remark-ed, remarkable-y, mere *or* Mr., nor, near, initial-ed-ly.

LESSON 14. from, very, however, they are, their *or* there, through *or* threw, therefore, principle *or* principal-ly, liberty, member *or* remember-ed, number-ed.

LESSON 15. strength, try, truth, true, chair, cheer, larger, journal, children, largely, care, sure, pleasure, surprise, surprised.

LESSON 16. happen, upon, been, had been, done, down, general-ly, often, Phonography, phonographer, phonographic, have been, within, southern, northern.

LESSON 17. approve, behalf, above, out of, advantage, difficult, difficulty, which have, suggestion, suggestive, one, opinion, altogether, together, insurance.

LESSON 19. architect-ure-al, neglect-ed, prospect, object-ed, subject-ed. expect-ed, unexpected-ly, respect-ed, suspect-ed, inspect-ed-tion.

LESSON 20. signify-ied-ficant, significance, signification, insignificant, insignificance, subscribe-d, subscription, balance, balances, balanced, deliverance, knowledge, acknowledge.

LESSON 21. will, while, important-ce, improve-d-ment, impossible, improves-ments, whether, unquestionable-y, yesterday, January, February, November, United States.

LESSON 22. perspective, prospective, productive, obstructive, objective, subjective, destructive, respective, irrespective, retrospective, respectively, defective, executive.

LESSON 23. abstraction, obstruction, subjection, objection, destruction, uniform-ity-ly, unanimity-ous.

LESSON 24. Revd., regular, irregular, public-sh-ed, publication, republic, republican, repugnant-ce, represent-ed, representation, representative, responsible-ity, irresponsible-ity.

LESSON 26. quite, could, according, according to, *or* cart, cared, guard, great, called, cold *or* equalled, gold, cannot, gentleman, gentlemen, happened, particular, opportunity, child, not.

LESSON 27. build-ing *or* able to, told *or* till it, tried, toward *or* trade, did not, had not *or* do not, chaired, cheered, if it, that, without, third, sent, somewhat, short, met, meeting.

LESSON 28. spirit, may not, hand, under, yard, word, wonderful-ly.

LESSON 29. school, schooled, commercial, financial, especial-ly, influential, uninfluential, substantial-ly, unsubstantial-ly, controversy-sial, circumstance, circumstantial, immediate, immediately, prejudice-cial.

LESSON 30. passenger, danger, dangerous, stranger, messenger, manuscript, transcribe, transcript, transcription, transfer, transgress, transgression, transmission, understand, understood, whenever, whatever.

LESSON 31. better than, rather than, rather *or* writer, perform-ed, performer, performs-ance, reform-ed, reformer, reformation, inform-ed, informer, information, thankful, thanksgiving.

LESSON 33. proficient-cy-ly, deficient-cy-ly, efficient-cy-ly, inefficient-cy-ly, sufficient-cy-ly, insufficient-cy-ly, observation, preservation, electric, electrical, electricity, inconsiderate, selfish-ness, unselfish-ness.

LESSON 34. never, nevertheless, notwithstanding, enlarge, enlarged, probable-ly-ility, practice *or* practise-d, practicable, imperfect-ion, satisfaction, satisfactory, unsatisfactory.

LESSON 35. mistake, mistaken domestic, character, characteristic, description, justification, generalization, organize-d, organization, extinguish-ed, distinguish-ed, relinquish-ed, covenant, govern-ed, government, magnetic-ism,

LESSON 36. captain, capable, incapable, appointment, disappointment, attainment *or* atonement, entertainment, contentment, indignant-ation, resignation, antagonist-ic-ism, inscribe-d, inscription, instructive, instruction.

LESSON 37. discharge-d, displeasure, dissimilar, expenditure, expensive, extraordinary, extravagant-ce, manufacture-d, manufacturer, intelligent, intelligence, intelligible, advertise-d-ment.

LESSON 38. individual, investment, interest, interested, uninteresting, disinterested-ness, applicable-ility, astonish-ed-ment, certificate, contingency.

LESSON 39. demonstrate, remonstrate, ministry, familiar-ity, preliminary, singular, indispensable-ly.

LESSON 40. indescribable, indiscriminate, sensible-ility, peculiar-ity, perpendicular, proportion-ed, proportionate-ly, establish-ed-ment.

FIFTY PRINCIPAL CITIES ARRANGED ACCORDING TO POPULATION

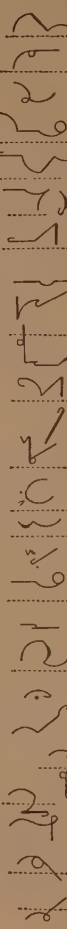
New York (N. Y.)
Chicago (Ill.)
Philadelphia (Pa.)
St. Louis (Mo.)
Boston (Mass.)
Baltimore (Md.)
Cleveland (Ohio)
Buffalo (N. Y.)
San Francisco (Cal.)
Cincinnati (Ohio)
Pittsburg (Pa.)
New Orleans (La.)
Detroit (Mich.)
Milwaukee (Wis.)
Washington (D. C.)
Newark (N. J.)
Jersey City (N. J.)
Louisville (Ky.)
Minneapolis (Minn.)
Providence (R. I.)
Indianapolis (Ind.)
Kansas City (Mo.)
St. Paul (Minn.)
Rochester (N. Y.)
Denver (Colo.)

Toledo (Ohio)
Allegheny (Pa.)
Columbus (Ohio)
Worcester (Mass.)
Syracuse (N. Y.)
New Haven (Conn.)
Paterson (N. J.)
Fall River (Mass.)
St. Joseph (Mo.)
Omaha (Neb.)
Los Angeles (Cal.)
Memphis (Tenn.)
Scranton (Pa.)
Lowell (Mass.)
Albany (N. Y.)
Cambridge (Mass.)
Portland (Ore.)
Atlanta (Ga.)
Grand Rapids (Mich.)
Dayton (Ohio)
Richmond (Va.)
Nashville (Tenn.)
Seattle (Wash.)
Hartford (Conn.)
Reading (Pa.)

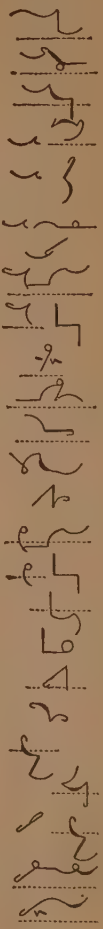
CONTRACTIONS FOR NAMES OF STATES AND TERRITORIES

Officially adopted by the United States Post Office Department.

Ala.....
Alaska.....
Ariz.....
Ark.....
Cal.....
C. Z.....
Colo.....
Conn.....
Del.....
D. C.....
Fla.....
Ga.....
Idaho.....
Ill.....
Ind.....
Iowa.....
Kans.....
Ky.....
La.....
Maine.....
Md.....
Mass.....
Mich.....
Minn.....
Miss.....
Mo.....



Mont.....
Nebr.....
Nev.....
N. H.....
N. J.....
N. Mex.....
N. Y.....
N. C.....
N. Dak.....
Ohio.....
Okla.....
Oregon.....
Pa.....
R. I.....
S. C.....
S. Dak.....
Tenn.....
Tex.....
Utah.....
Vt.....
Va.....
Wash.....
W. Va.....
Wis.....
Wyo.....



GRAMMALOGS.

ARRANGED ALPHABETICALLY.

a or an
able
above
accord-ing
advantage
ago
ah !
all
and
any
apply
approve
are
as
at
aught
awe
ay (yes)
aye
balance
balanced
balances
be
because
been
behalf
belief-ve-d
beyond
build-ing
but
buy bye
by
call

called
can
cannot
care
cared
cart
chair
chaired
cheer
cheered
child
children
Christian-ity
circumstance
circumstan- [ces
cold
come
constitution al-ly
could
dear
deliver-ed-y
deliverance
difference-t
difficult
do
doctor, Dr.
dollar, dollars
done
down
during
each
eh ?

equal-ly
equalled
ever-y
evil
eye
first
for
from
general-ly
generaliza- tion
generation
gentleman
gentlemen
give-n
go
gold
great
greatest
guard
had
half
hand
happen
happened
happy
has
have
he
heaven
high
him
himself

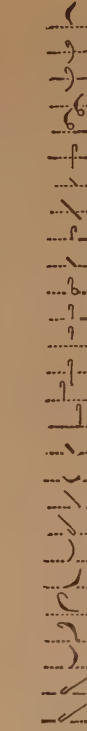
his
holy
hour
house
how
however
I
if [ant
importance-
impossible
improve-d-ment
improves-ments
in
influence
influenced
information
initial-ly-ed
inscribe-d
inscription
instruction
instructive
is
it
itself
journal
justification
know
language
large
largely
larger
liberty
Lord
may

me
meeting
member
mere
met
more
most
Mr.
much
must
my
myself
near
next
no
nor
northern
not
number-ed
O! oh!
of
often
on
one
opinion
opportunity
or
other
ought
our
ourselves
out
over
owe
owing
own

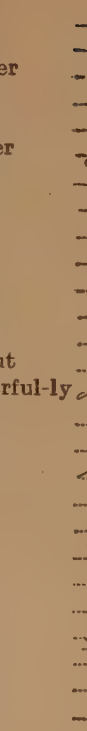
particular
people
phonography
pleasure
principal-ly
principle
put
quite
rather
religion
religious
remark-ed
remember-ed
satisfaction
Saviour
saw
school
schooled
Scripture
sea
see
selfish-ness
sent
several
shall, shalt
short
should
significance
significant
signification
signify-ied
so
somewhat
southern
speak
special-ly

spirit
strength
subject-ed
subjection
subjective
suggest-ed
suggestion
suggestive
sure
surprise
surprised
tell
thank-ed
that
the
their
them
themselves
there
therefore
these
they
thing
think
third
this
those

though
threw
through
thus
thyself
till
to
to be
told
too
towards
trade
tried
true
truth
try
two
under
up
upon
us
usual-ly
valuation
very
was
way
we



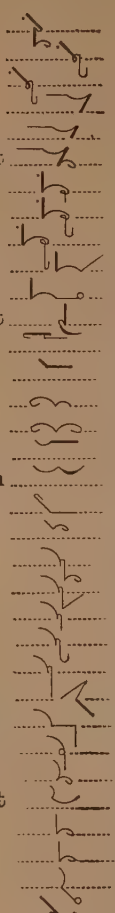
what
when
whether
which
while
whither
who
whose
why
will
wish
with
within
without
wonderful-ly
word
would
writer
yard
ye
year
yes
you
young
your
youth
youths



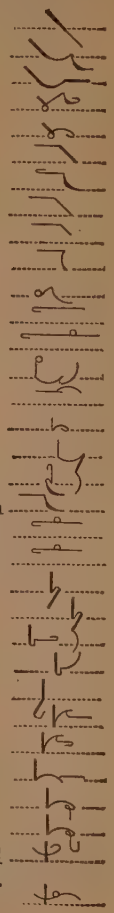
ARRANGED ALPHABETICALLY.

The following list contains also the Contractions which appear in "Pitman's Shorthand Instructor."

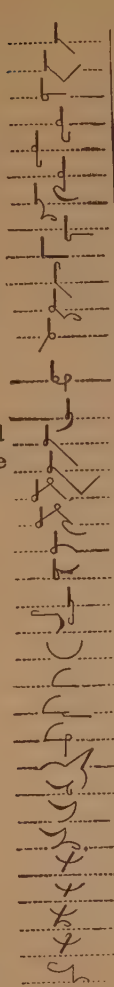
abandonment
abstraction
abstractive
acknowledge
acknowledged
acknowledgment
administrate
administration
administrative
administrator
administratrix
advertise-d-ment
agriculture-al
altogether
amalgamate
amalgamation
antagonist-ic-
anything [ism
applicable-ility
appointment
arbitrament
arbitrary
arbitrate
arbitration
arbitrator
archbishop
architect-ure-al
aristocracy-atic
assignment
astonish-ed-ment
atonement
attainment
auspicious
bankruptcy



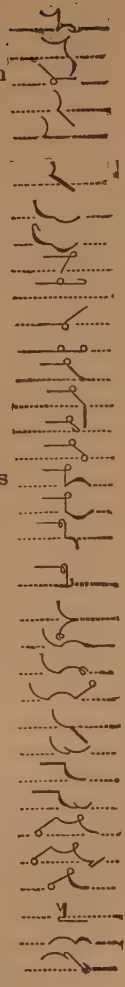
baptize-d-st-ism
benevolent-ce
benignant-ity
bondservant
bondsman
cabinet
Calvinism
capable
captain
catholic
certificate
character
characteristic
circumstantial
commercial
contentment
contingency
controversy-ial
covenant [tion
cross-examina-
cross-examine-d
danger
dangerous
defective
deficient-cy
degeneration
delinquency
delinquent
democracy-atic
demonstrate
demonstration
denomination-al
denominational-ism



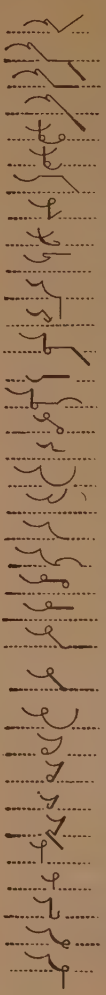
depreciate-d
depreciatory
description
destruction
destructive
destructively
dethronement
difficulty
dignify-ied-ty
dilapidate-d-ion
disappointment
discharge-d
disinterested-ness
displeasure
disproportion-ed
disproportionate
disrespect
disrespectful
dissimilar
distinguish-ed
doctrine
ecclesiastic-al
efficient-cy
electric
electrical
electricity
emergency
England
English
Englishman
enlarge
enlarged
enlargement
enlarger
enlightenment



entertainment
enthusiastic-ism
Episcopal-ian-ism
especial
esquire
establish-ed-ment
evangelical
everything
exchange-d
executive
executor
executrix
expect-ed
expediency
expenditure
expensive
extemporaneous
extinguish-ed
extraordinary
extravagant-ance
falsification
familiar-ity
familiarization
familiarize
February
financial
govern-ed
government
henceforth
henceforward
howsoever
identical
immediate
imperfect-ion



imperturbable
impracticable
impregnable
improbable-ility
incandescence
incandescent
incapable
inconsiderate
inconvenience-t
incorporated
indefatigable
independent-ce
indescribable
indignant-ion
indiscriminate
indispensable
individual
inefficient-cy
influential
inform-ed
informer
insignificance
insignificant
inspect-ed-ion
insubordinate-ion
insufficient-cy
insurance
intelligence
intelligent
intelligible
interest
interested
introduction
investigation
investment

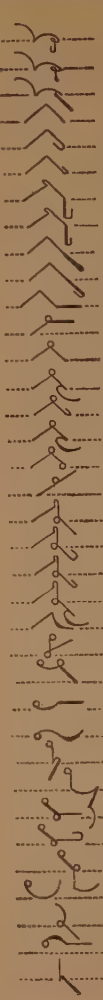


ironmonger
irrecoverable
irregular
irremovable
irrespective
irrespectively
irresponsible-ility
January
journalism
journalistic
jurisdiction
jurisprudence
knowledge
legislative
legislature
magnetic-ism
manufacture-d
manufacturer
manuscript
marconigram
mathematic-al-s
mathematician
maximum
mechanical
melancholy
messenger
Methodism
metropolitan
minimum
ministration
ministry
minstrel
misdemeanour
misfortune
misrepresent-ed
monstrosity

monstrous
mortgage-d
neglect-ed
negligence
never
nevertheless
nonconformist
nonconformity
nothing
notwithstanding
November
object-ed
objection
objectionable
objective
obscurity
observation
obstruction
obstructive
oneself
organization
organize-d
organizer
orthodox-y
parliamentarian
parliamentary
passenger
peculiar-ity
perform-ed
performer
performs-ance
perpendicular
perspective
philanthropist
philanthropy-ic
phonographer

phonographic
platform
plenipotentiary
practicable
practice
practise-d
prejudice-d-ial
preliminary
prerogative
Presbyterian-ism
preservation
probable-ility
production
productive
proficient-cy
project-ed
proportion-ed
proportionate
prospect
prospective
prospectus
public
publication
publish-ed
publisher
questionable
ratepayers
recognizance
recoverable
reform-ed
reformation
reformer
regular
relinquish-ed
remarkable
remonstrance

remonstrant
remonstrate
removable
represent-ed
representation
representative
reproduction
reproductive
republic
republican
repugnance-ant
resignation
respect-ed
respectful
respective
respectively
responsible-ility
resurrection
retrospect
retrospection
retrospective
retrospectively
reverend
satisfactory
sensible-ility
singular
something
stranger
stringency
subscribe-d
subscription
substantial
sufficient-cy
suspect-ed
sympathetic
tabernacle



telegram
telegraphic
thankful
thanksgiving
thenceforward
together [tion
transubstantia-
tribunal
unanimity
unanimous
unconstitutional
unexpected-ly
uniform-ity
uninfluential
uninteresting
universal
universality
Universalism
universe
university
unprincipled
unquestionable
unsatisfactory
unselfish-ness
unsubstantial
unsuspected
unsympathetic
vegetarian
vegetarianism
whatever
whenever
whensoever
whereinsoever
wheresoever
whithersoever
yesterday

THE PHONOGRAPHIC ALPHABET.

CONSONANTS.

Names.				Names.			
pee	P		*as in* rope	*ef*	F		*as in* safe
bee	B		„ robe	*vee*	V		„ save
tee	T		„ fate	*ith*	*TH*		„ wreath
dee	D		„ fade	*thee*	TH		„ wreathe
chay	CH		„ choke	*es*	S		„ hiss
jay	J		„ joke	*zee*	Z		„ his
kay	K		„ leek	*ish*	SH		„ vicious
gay	G		„ league	*zhee*	ZH		„ vision
em	M		„ seem	*el*	L	(up stroke)	*as in* pall
en	N		„ seen	*ar*	R	(down stroke)	„ air
ing	NG		„ sing	*ray*	R	(up stroke)	„ raise
way	W		„ way	*hay*	H	(down stroke)	„ high
yay	Y		„ yea		H	(up stroke)	

VOWELS.

Long.				*sign* (heavy)	Short.			*sign* (light
1 *ah*	1 *aw*		1	• –	1 *ă*	1 *ŏ*		1 . –
2 *ā*	2 *ō*		2	• –	2 *ĕ*	2 *ŭ*		2 . –
3 *ē*	3 *ōō*		3	• –	3 *ĭ*	3 *ŏŏ*		3 . –
as in	*bah*,	*bay*,		*bee*,	*as in*	*lass*,	*less*,	*lisp*,
	law,	*low*,		*loo*.		*boss*,	*bus*,	*puss*.

DIPHTHONGS.

Sign	v	ʌ	ɔ	n	*as in*	*pie*,	*bough*,
Sound	*ī*	*ow*	*oi*	*ū*		*toy*,	*due*,

		L hook.	*R hook.*	*N hook.*	*F and V hook.*	*Half Length*
P		pl	pr	pn	pf	pt
B		bl	br	bn	bf	bd
T		tl	tr	tn	tf	tt
D		dl	dr	dn	df	dd
CH		chl	chr	chn	chf	cht
J		jl	jr	jn	jf	jd
K		kl	kr	kn	kf	kt
G		gl	gr	gn	gf	gd
F		fl	fr	fn	....	ft
V		vl	vr	vn	....	vd
TH		*thl*	*thr*	*thn*	....	*tht*
TH		thl	thr	thn	....	thd
S, Z	))	.....	.....	sn) zn)	....	st) zd)
SH		shl (up, down)	shr (down, up)	shn (down, up)	....	sht
ZH		.....	zhr	zhn	....	zhd
M		ml	mr	mn	....	mt, md
N		nl	nr	nn	....	nt, nd
NG		.....	ngtr	ngn	....	.....
L		.....	.....	ln (up, down)	....	lt, ld (down)
R	(up)	.....	.....	rn (up)	rf	rt
R		.....	.....	rn	....	rt, rd
W		.....	.....	wn	wf	wt
Y		.....	.....	yn	yf	yt
H		.....	.....	hn	hf	ht

KW	GW	WL	WHL	LR	RR	MP *or* MB	WH
		up	up	down	down		

LIST OF PHRASEOGRAMS.

Not including the Phrases indicated in the ordinary type given in preceding pages.

additional cost

additional expense

and if you should be

and the contrary

as we can

as we have

as we think

as soon as

as soon as convenient

as well as

at any rate

at all events

at all times

at once

at some time

at the same time

at your early convenience

Bank of New York

before him

before there is

best class

best of my ability

best of our ability

best of their ability

best of your ability

Dear Sir

deliver immediately

Dramatic Society

early consideration

early reply

enclose-d herewith

facts of the case

first class

for some time

for the first time

for the sake of

for their sake

from first to last

 from time to time

 further consideration

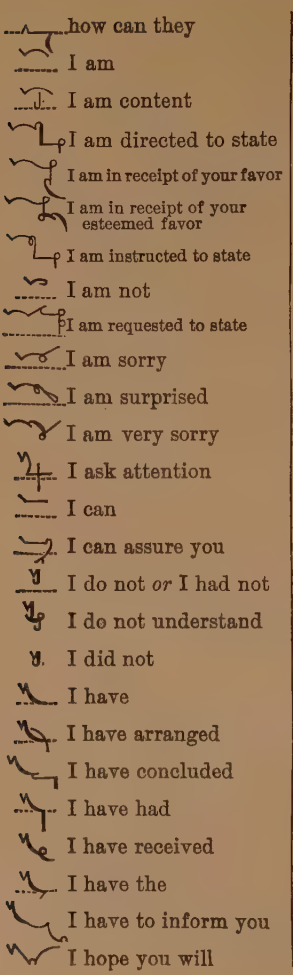
 further considered

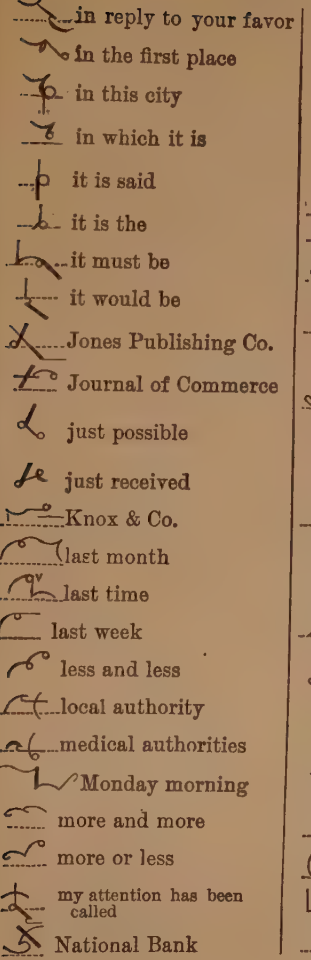
 general manager

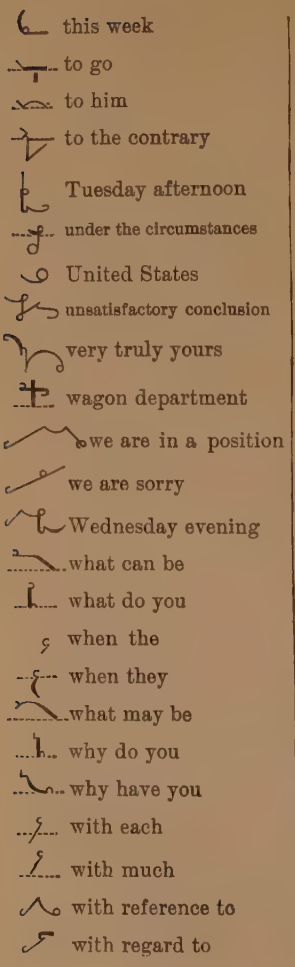
 having regard to

 Hazell & Co.

 he is the


how can they
I am
I am content
I am directed to state
I am in receipt of your favor
I am in receipt of your esteemed favor
I am instructed to state
I am not
I am requested to state
I am sorry
I am surprised
I am very sorry
I ask attention
I can
I can assure you
I do not *or* I had not
I do not understand
I did not
I have
I have arranged
I have concluded
I have had
I have received
I have the
I have to inform you
I hope you will
I hope you will not
I may
I may be
I know there is
I regard
I regret
I say
I see
I shall arrange
I shall be compelled
I shall be pleased
I thank you
I think
I think the
I think you should be
I will
I will be
if it
if it is
if you should be
in consequence
in regard to
in relation to
in reply
In reply to your esteemed favor


in reply to your favor
in the first place
in this city
in which it is
it is said
it is the
it must be
it would be
Jones Publishing Co.
Journal of Commerce
just possible
just received
Knox & Co.
last month
last time
last week
less and less
local authority
medical authorities
Monday morning
more and more
more or less
my attention has been called
National Bank
next time
next week
on the contrary
party question
Pennsylvania R.R.
Pitman's Journal
please forward
please inform us
please let me know
please let us know
please make arrangements
please note
please quote us
political party
referring to your favor
referring to yours
respectfully yours
satisfactory conclusion
shall be taken into consideration
shipping department
side by side
South Carolina R.R.
take-n into consideration
this is


this week
to go
to him
to the contrary
Tuesday afternoon
under the circumstances
United States
unsatisfactory conclusion
very truly yours
wagon department
we are in a position
we are sorry
Wednesday evening
what can be
what do you
when the
when they
what may be
why do you
why have you
with each
with much
with reference to
with regard to
with relation to
with respect to
with the
with which
yesterday afternoon
you are not
you can
you may
you may as well
you may be
you may not
you must receive
you should be
you were not
you will
you will be
you will comply
you will not
your esteemed favor
your favor
your reply
yours respectfully
yours truly

BUSINESS CORRESPONDENCE.

(1.)

Messrs. Kingsley *&* Sons,
Toledo, Ohio.

Dear-Sirs:

We-are-much-obliged *for-your*-letter *of-the* 14th, *with*--reference-*to-the* new machine *which-we-have*-just placed *on-the* market. *We-are*-pleased *to know that-you-are so* thoroughly satisfied *with-it, and-we should*-feel still-further obliged *if-you would* kindly permit *us to*-reproduce *your*--letter *in-the* new *advertising* booklet *we-are*-preparing *to* issue *in-the*-early autumn. *We-have al*ready received permission *to* incorporate letters *from*-many *of-our* clients, *and-we* confidently anticipate *your* kind sanction *to* add *yours.*

Regarding *your* note *as-to-the* despatch *of-your* last-order, *we have* made inquiries *and*-find *that-the special* parts *you*--mention were undoubtedly packed *in-the larg*est *of-the* three cases *sent to-you on-the* 11th *inst. We-have-no*-doubt *that* further inquiry *at-your* end *will* confirm *this*-statement.

With-regard-*to your* order *No.* 546, *we*-hope *to-be in a* position *to* despatch *the* whole *of-the* pulleys *on or* before-*the* 28th *inst.*

*Yours-tru*ly,

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(2.)

Messrs. Drake *&* Swan,
Cumberland, Ind.

Gentlemen:

We-have-your-favor *of-the* 20th *instant, together with* -check *for* $78.50, *for-which* please accept *our* best-thanks. Formal receipt is-enclosed-herewith along-*with* advice--note *of-the* goods *which-have* gone forward *to*-day, *and*--*which-we*-trust *you-will*-find *satisfactory in-every-way.*

Our representative visits *your* district twice *a year, and--will in*-future *call-upon you,* advising *you* some-time *in*--advance. *Any* orders *with-which-you-may* favor *us through-him will-be* executed *on* journey terms, namely, six-months'-account less 5% discount.

Yours-respectfully,

[100

(3.)

Mr. Paul Dootson,
St. Louis, Mo.

Dear-Sir:

With further-reference *to-our* conversation *with-you on-the* 6th *inst., we-have* reconsidered *the* question *of-your* contract, *and-we very-much* regret *that-we-do-not-see our--way to*-renew *it on-the* conditions *at*-present *in*-force. *Our* calculations show *that-we-have* lost considerably *by--the* agreement, *so-that-we-are*-obliged *to*-terminate-*the* same. *You-will, therefore,* please-take formal notice *that under-the*-terms named *in* Clause 5 *of-the* contract *we--shall* discontinue *the* supply *of* coal *to-you, at-the*-prices charged *under-the* contract *in*-question, *on* March 25 *next, on which* date *the* said contract *will* expire.

We-shall-be very-pleased *to*-discuss-*the* question *of a* new contract *with you on* revised terms *and* conditions, *and-if--you-will* make-(an)-*appointment, our Mr.* Barnet *will-be--*glad *to-call-upon you.*

Respectfully-yours,

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(4.)

The Ellison Bicycle Store,
Elmira, *N. Y.*

Dear-Sirs:

We-have-your-favor of July 31, enclosing advices *of* accessories despatched *in* compliance *with our* instructions.

and-we-are-much-obliged *for-your* prompt-attention. *With*--reference-to *your* remarks about-*the number of* inquiries *you*-receive direct *from this* district, *the* matter *is* easily explained. *There-is a belief largely* prevalent *that by* dealing *with* headquarters direct buyers save ten *or* fifteen per--cent. *We*-propose *shortly to* issue *a* circular-letter *to*--remove *this* wrong idea, *and-we*-trust *you-will* afterwards cease *to-be* troubled *with-these* inquiries.

We-have-had two-(or)-three complaints regarding-*the* finish *of-the* last consignment *of* "Climbers." Perhaps *you-will* look into-(the)-matter, *and see if-there-is-any* ground *for-the* complaints?

We-enclose-herewith *a* further batch *of*-orders *for-the No.* 4 "Star Cycles," *and-we-shall-be*-glad *if-you-will*--arrange *to-deliver these* strictly *on* time, *as they-are* urgently wanted.

Respectfully-yours,

[170

(5.)

Mr. William Harrison,
Chicago, Ill.

Dear-Sir:

We-have-your-favor *of-the* 20th *instant*, enclosing-check value $370.15, *in* settlement-(of)-account, *and for*--*which-we-thank-you. We-are*-sorry *that-you do-not* consider lot 543 good value, *but-we*-feel *sure we-could-not*--*have* got *it at-the*-price *if-it-had-not-been that-the*-majority *of-the* buyers were *over*stocked. Similar lots *went* off easily *at high*er-rates. *We*-feel *sure, however, that on-the* whole *we-have* executed *your* commission *to-your satisfaction, and-that-you-will* entrust *us with* similar commissions *in the* future.

Respectfully-yours,

[106

(6.)

Mr. Reuben Shaw,
Indianapolis, Ind.

Dear-Sir:

*We-have-care*fully-considered *the* question raised *by--our Mr.* Johnson, namely, *that-we should* grant *you a* discount *of* 10% *on our* account, *and-we*-regret *to* say *that-we-do-not at*-present *see our-way to*-offer *you more--*than-*the* 5% *you* now receive. *We-may, however,* add *that should our* account *with you* reach-*the* sum *of* $2,500 *a year we-shall-be*-pleased *to* increase-*the* discount allowed *you to* 7½%; *while, if-the*-account *should* reach $5,000 *a year, we should* then *be-able-to* raise *the* discount *to* 10%. We-*would* remind *you that yours is a* six-months'-account, *and-we-think-you-will*-agree *that-this-is* long-credit.

Respectfully-yours,

[128

(7.)

Mr. Peter Bennett,
Cleveland, Ohio.

Dear-Sir:

Referring *to-our* conversation here *on-the* 17th *inst., we should-be*-glad *if-you would* kindly sign-*the* enclosed formal agreement embodying-*the* terms *a*lready verbally agreed *to. As you-are* aware, *we* require *you to*-take *up-the* duties *of-the appointment on-the* 1st of July, *without* fail, *and-we*-hope *to*-hear *that-you-will-be* prepared *to-do-so.* Please supply *us immediately with a* list *of-your* requirements *in*-the-*way*-of stationery, etc., *so-that-we-may* get *these in-hand and-have everything* ready *for-the* 1st of July.

Yours-truly,

[104

(8.)

Mr. Edward Lowther,
Toledo, Ohio.

Dear-Sir:

Your-letter *of*-March 30 came duly *to hand, and--we-thank-you* sincerely *for-your suggestion, which shall* receive *our most care*ful consideration. *You-may* depend *upon-it that-we-shall-not* forget *you should there-be anything in-your* line *in-the* future. *It-is a* curious fact *that--we* frequently receive *suggestions for-the*-same *thing from two or more* correspondents *at-the*-same-time. *It-is-so -in-this*-case. *A* fortnight *ago a* correspondent offered *us a* scheme practically *the* same *as your-own, and he-is to*-submit full details *in-the*-course *of a* few-days. *Whether we-shall-do anything with-it or not, we-cannot at*-present say. *We-will* write-*you* again *in a* week *or so.*

Yours-truly,

[136

(9.)

Mr. S. Wilson,
Omaha, Nebr.

Dear-Sir:

We-thank-you for-your-favor *of-the* 10th *instant. It--*appears *to us, however, that-it-would-be much-more to--your advantage to* obtain *your* supplies *near*er home, *as your* orders *would-not, in-all-probability, be large* enough *to* warrant *the* expense *of* expressage. *We*-enclose-herewith *a list of*-dealers *who* buy *in* bulk *from us, who* stock practically *all-our* leading lines, and *who-would very*-likely offer-*you* terms *that-would* suit *you.*

Respectfully-yours,

[88

(10.)

Messrs. Hill & Blears,
Liverpool, England.

Gentlemen:

We-thank-you for-your-letter *of-the* 12th *inst., and for-the* promptness *with-which-you* acceded *to-our* request *to* act *as our representatives on-the* Liverpool market. *We*-agree *to-the*-terms named *in-your*-letter, *and-have al*ready, *as* advised *by* cable, made *you a* consignment *of* 550 bales. *The* cost-price, *as* shown *on* enclosed *Pro--forma* Invoice amounts *to* $8.70, *and-we*-trust *that your* market *will improve at*-least *a* few points before-*the* consignment arrives, *to*-day's quotations *being very* discouraging. *We-have*-drawn *on-the* Bank-*of*-Liverpool, *as* authorized *by-you, for* 80% *of* Invoice, viz., £3,950. Bill *of* Lading *and Certificate of Insurance are* attached *to*-draft. *We-shall-be*-glad *if-you-will* remit further proceeds *by* cable transfer. Copies *of* cablegrams enclosed.

Yours-truly,

[143

(11.)

Mr. R. Goodman,
Hillsboro, N. H.

Dear-Sir:

We-thank-you for-yours of-the 25th *inst., with* order *No.* 786, *which-has-been* mailed *to*-day. *The information you-give with*-regard-to E. H. *is more* favorable than *the* report furnished *us by* Black's Agency. Please look into--*the* case *very care*fully *and* make some further inquiries *as to-his* reliability, *and* advise *us if-you think it-would--be* safe *to*-grant *the* credit desired. *We-shall-not* forward *the* goods until *we-have-your* further-letter.

Yours-truly,

[91

(12.)

Mr. W. Davis,
Chicago, Ill.

Dear-Sir:

Referring-*to*-*your*-favor *of*-*the* 10th *inst.*, *we*-regret *that*-*the* alternative *you* offer *would*-*not* suit *our* purpose *at*-*all*, *while*-*the* price *you* quote *for a special* lot *is much beyond what we*-*have* previously paid. Such *a* figure *would* compel *us to* name *a* price *for our* work *which*-*would*-*give us no* hope *of* obtaining *any of*-*the large* contracts *for*-*which*-*we* desire *to* compete. *If*-*you*-*cannot* revise *your*-terms *we*-*must* look elsewhere *for our* requirements.

Yours-*respectfully*,

[93

(13.)

Messrs. Turner *&* Smith,
Rome, *N. Y.*

Gentlemen:

Yours of-*the* 12th *inst. to hand this* morning. *In*-face *of*-*the* increased rates now ruling *in*-*almost every* branch *of*-*the trade*, *we*-assure-*you it*-*is*-*quite*-*impossible to*-quote former prices *to*-*our* customers, *and*-*in* raising *our* quotations *we*-*have*-*only* followed-*the* example *of*-*every other*-*manufacturer*. *We*-*are* willing, *however*, *to*-make *a* sacrifice *so*-*as*-*to* enable-*you to* compete favorably *for*-*the* contracts referred *to in*-*your*-letter. *We*-*shall*, *therefore*, let *you have*-*the special* line *as* per sample enclosed *with our*-*letter of*-*the* 10th *inst.*, *at*-*the* reduced rate *of* 25 cents per lb., *in*-*not*-less-than five-ton lots. Please wire *us on* receipt *of*-*this*-letter *if*-*you*-agree, *as* prices *are* likely *to*-*go up* further *in a* day *or*-*two*.

Yours-*truly*,

[143

(14.)

Messrs. King & Pearce,
Albany, N. Y.

Dear Sirs:

We should-feel extremely-obliged *for-your opinion* regarding-*the general* standing, reliability, *and* solvency *of-the* person named *on-the* accompanying slip. *This--gentleman has-been a* customer *of-ours for-years, and--*until recently *has always met his* engagements punctually. Lately, *however, we*-find *it* exceedingly *difficult to* obtain *a* settlement *of-our* account *with him. We-shall, of*-course, regard *your information as* absolutely confidential, *and-we-shall-be*-glad *to*-return-*the* service, *should* occasion arise. *Thank*ing *you in*-advance,

Yours-respectfully,

[95

(15.)

Messrs. Schuster & Co.,
New-York, N. Y.

Gentlemen:

As I-have frequently *to*-make *large* purchases *of* dye--stuffs *in* Germany, *and* am consequently *under-the* necessity *of* remitting considerable sums *to-that* country, *I should* like *to*-find *a more* advantageous method *of do*ing-*so* than-*the* purchase *of*-drafts *from-my* local banker, *who* charges *what I*-consider *an* unduly *high* commission *for-the* service. *Will-you* please-*inform-me if-you would-be* disposed *to* effect such remittances *at-the* prevailing market rates? *I-will*-forward *my* check *on-my* local bank *when* instructing *you to*-remit, *and-I*-am-confident *that any*-inquiry *you-may*-make here *will* prove *to-you the* perfect safety *of*-such transactions *with me.* Trusting *to*-receive *an* early-reply,

Yours-respectfully,

[131

(16.)

The General Manager,
Sun-Blind-Co.,-Ltd.,
Brooklyn, *N. Y.*

Dear-Sir:

We-are-obliged *for-your* check *in-part* payment *of--our* account *up to* June 31 last, *and-we* return-*the* statement herewith, duly receipted. *We* also beg-*to*-enclose--herewith copies *of-the* invoices *which-you have* struck *out, and-we-shall* feel obliged *if-you-will* kindly forward remittance *for-the balance at-your*-earliest-convenience, *so-that--we-may* clear *our* books. *We*-regret *that-we-cannot* allow *the* contra deductions *you have* made. *These* evidently concern *our* City Branch, *and-as their*-accounts *are quite* distinct *from ours your* invoice *should-be-sent to-them* direct.

Yours-truly,

[114

ON OBSERVATION.

(*From "The Business Life," by W. Gamble.*)

One of-the most indispensable faculties *in*-Business *is-that of Observation. It-is indispensable in every* occupation. *Without-it, a* man *goes through* life contending against *great* odds. *He-is always* blundering *into* difficulties, *always up to-the* chin *in a sea of*-troubles, *always* losing valuable *hours and* days *of-his*-life, *and* wasting money *in* pursuits *which*-might *be* avoided *by-the* exercise *of-this* inestimable faculty.

There-are so-many men *who go through* life *with* eyes *and* ears open, *yet, so to speak,* neither *seeing nor* hearing *anything. They* knock *their* heads against *a* pillar *or a* brick-wall *for-want-of* necessary *observation to* teach *them* where *to-expect to*-find *a* pillar *or a* brick-wall; *and* even *with-the* unpleasant experience *which* such contact entails *they*-take such little *advantage of Observation that--they* blunder *into-the*-same *obstruction the next*-day.

An old *sea captain who-was* asked *if-he* knew where-*the* rocks were *in a* certain harbor, showed *his* keen sense *of Observation when-he* replied, "*No*, sir, *but I know* where *they* ain't."

But whilst *Observation* teaches *us what to* avoid, *it also* prompts *us to-the* achievement *of-great things*. Genius, Talent, Inventiveness, *Knowledge*, Experience, *are* synonymous *with Observation*.

Consider-*the* lives *of-the great*-men *of-this or any other* age, *and-it-will* invariably *be*-found *that-their great*ness arose *from-their* possession *of-the* faculty *of Observation-which* led *them to* conceive some *great* invention *or* make some grand discovery, *owing to*-some simple *circumstance which had* impressed *itself on-their* minds, whilst *other* men *would-have* left *it* unnoticed. Sir Isaac Newton *saw an* apple fall *to-the* ground, *as* multitudes *have*-seen apples fall; *but-the* fact impressed *itself on-his*-mind, *and* led *him to* evolve *the* law *of*-gravitation *with-its* ceaseless *influence over* (the) world of-matter. Watt made *his first* successful steam-engine *through* watching *the* steam issue *from a* kettle; *and-one of-the greatest improvements in-the*-early steam-engine *was* discovered *by a* lazy, *but* observant boy, *who-was* set *to* pull *a* string *to* actuate *a* lever, *and*-found-*the* work *was* just *as-well* accomplished *by* tying *the* string *to* another lever, *so-that he-was* left free *to-go* off *and*-play marbles. *These and* similar examples *which*-might *be* indefinitely multiplied, *are* illustrations *of-that Observation which usually distinguishes* successful *people*.

Observation is usually and most appropriately associated *with see*ing. *We speak of a* clever-man *as one "with all--his* eyes about-*him" or "who goes* about-*the*-world *with--his* eyes open," *and-we-have*-heard *it remarked of a* man *that "he* keeps *his* eyes peeled." *But it-wants something--more-than mere* seeing *to-be* observant; *the* vision *must-be* mental *as*-well-*as* physical. *The* divine proverb says,

"*The* wise man's eyes *are in-his* head," *and-we-know what that* means. *There-are*-many men *who* act *as-though-their* eyes were *in-their*-feet, *or their* elbows; *or any*where, *in* fact, *but* where-*they ought-to-be. A* Russian proverb says, "*He goes through-the* forest *and sees no* firewood." *The* mind *must-see as*-well-*as-the eye; and-the* wise-man employs *not his* vision alone, *but all-his* powers, *so-as-to*--make-*the* most *of-his*-life. *A* fool *can* behold *an object; but-that-is all. The* act *does-not* make *him* wiser *or* better. *He-is a* fool; *and* continues foolish amongst scenes *that ought to*-lift *him to a* nobler manhood.

It may-be urged *that-the* faculty *of Observation is a* natural gift, *and so no*-doubt *it-is; but if-it-is-not* born *in a* man, *or if-it-be* small *and* weak *in-him, it can be* cultivated *as other* weak powers *are* cultivated. *It-has*--*been* well said *that-the* habit *of* sharp discriminating *Observation may-be established by* perseverance, *as other* good habits *become* permanent. Thousands *of*-men *go through-the*-world *without* learning, *or* even trying *to*--learn, *how* some-men succeed, *and why others* fail. *They* ascribe Success *to* "Luck" *and* Failure *to* unavoidable "*misfortune.*" *Others, a* little wiser, set *it down to*-lack *of* education; *but-this* alone *is-not-the*-cause, *for there-are*--many-instances *of*-men *of-the most* meagre education *who-have* risen *to high* positions *and*-even world-wide fame. Lord Bacon said: "Studies teach *not their-own* use; *but-there-is a* wisdom *without-them, and above them* won *by observation.*"

In-the-workshops *of to*-day *we*-want *young*-men *who-will* ask *themselves why the* wheels *go* round, *why one* wheel *goes* faster *or* slower than-another, *why one way of-doing a thing is better-than* another, *and why the* act *of-doing one thing* brings about *a* certain result; *young*-men, *in*-fact, *who-can always see that-there-are always more ways of*-doing *a thing, and can* decide *which-way is* best; also reflecting *that if* another-*way could-be* discovered *it*-might *be* better still.

We often hear *it* discussed *what* technical *schools ought to* teach. *The* answer *is* simple. Let *them* teach Resourcefulness *and Observation and how to* attain *these* accomplishments.

When young-men step *out* into-*the*-world *to* shift *for--themselves, the* value *of Observation* soon makes *itself* felt; *and*-only *those* really succeed *who know how to* observe *the* tendencies *of* acts; *who-can* read *and* value *character* properly; *who* discern *the* signs *of-the* times; *who-are equal to-emergencies; who-can* husband resources; *and who know how to-do-the* right *thing at-the* right time *and--in-the* right *place. These* qualities only *come of* cultivating *the* faculty *of Observation.* Smart men *are* only men *of* keen *Observation, who-can* take *in a* situation *at a* glance, *and* act quickly *on-the* impulse *of-the* moment.

ON OPPORTUNITY.

(*From "The Business Life," by W. Gamble.*)

"Opportunity is a great thing," so-the old saying *goes. True, but-the* ability *to*-grasp *opportunities is of-greater importance. Opportunities come to-most of us—we may--say*, indeed, *to all of us—but*-some *people never see an opportunity, while others see but* ignore *it.* Some *think they can put it* aside *to*-take *advantage of-it at a more* favorable time, like-*the* dog *who* hides *his* bone *and,* also like-*the* dog, either forgetting *it or* finding *that* another *has* run off *with-it.*

To-many *people an opportunity comes as* such *a* solid *and* tangible *thing that-they* knock *their* heads against *it, or* fall *over-it, yet they* only thrust *or* kick *it* aside *with* perhaps *a* curse *at it. Others* profess *to-be always* looking *for an opportunity,* yet lamenting-*the* fact *that-they never* find *it, and it never comes to-them.* Some *are* foolish enough *to-believe that-they can buy opportunities, and*

stand *in-the*-market-place jingling *their*-money *in-their*--pockets until *a* sharp-witted rogue *sees his opportunity and*-takes-*it.*

There-is yet another-class *who-have* aptitude enough *to see an opportunity, but who* only take hold *of-it and* carry *it to a half-way house, when-they* begin *to*-find *it-is too* heavy *for-them. They* feel thirsty *and*-want *a* drink *and a* rest; *they* leave *their opportunity* outside, *so to-speak, and go in for a* chat *with* some idle neighbor.

So, then, *we-come down to-the* class—*a very, very*-small *one—who-are* quick *to*-perceive *opportunities and* make--*the-most of-them. These-are-the* men *who-are-the* staple *of-the* race; men *who-are no* dreamers, *but understand what they-have to-do and do it* thoroughly; men *who* study *the* age *they* live *in, and-more especially the people their success* depends *upon,* skilfully adapting *themselves to-the* world's *greatest* needs. *They-are-the* men *who-are* proud *to* say *that-they* got *nothing but what they* toiled hard *for. Their*-success *was-not* attained *by* luck. *Opportunities* came *to-them as they come to all*-men; *but they--had to-be* reaped *and* garnered *in by* honest toil. *And--these-are-the* men whom shallow-pated loafers *at* street corners look *on with* envy *and suggest that "it-was* somebody's name made *him;" or it-was*-only *because-he "happened to-be there at-the*-time;" *or "it-was so,* then, *but--those* good old times *are* gone now." Men said similar *things of-each-other in-the* days *of* Solomon, *and-they-will go on* uttering such inanities *for all*-time. . . .

Yet *no* man *has ever* found *a short* cut *to*-Success *any* permanent good *to-him. There-is a* broad *and* straight *highway that* leads *to*-success *in* life; *and-though* many *think-they can* get *on to-it* some-*way up by*-means *of a short* cut *or a* bye-path, *they* generally find *in-the* end *that-they-have to* fall *in*-line *with-the* procession, *and must-be* content *to*-go *with-the* tail *of-it. As a* rule, *the* man, *be he* good *or* bad, *who* starts off *with-the* determina-

tion *to-be* rich early *in* life *is-the one most*-likely *to-be* disappointed.

Cause (and) effect *are what a* man *has to*-study *if-he -would-be* successful. Men *should-be* taught *to* observe nature *and* life *and to* utilize *and* elevate *what they see. Happy* inspirations *may come; but-they* need labor *to--give them-the* proper effect. *To*-succeed *in-any* enterprise needs *great strength of-character and* indomitable industry. Wise-men *must* watch, alter *or* adapt *their* conduct *according-to circumstances.*

It-is all-very-well *to* advocate *the* virtue *of* Consistency, *but it*-won't *do in*-Business; *it-is-rather a* sign *of* weakness *to* stick *to a* routine just *for-the* sake-*of* being consistent. *By-all*-means let-*us-have* consistent honesty *and*--industry; *but never* consistent obstinacy. *No* firm *can* flourish long *on-the* reputation *of-its* antecedents; *the* changing *wishes and*-wants *of*-customers *have to-be* met, *and*-even anticipated.

The philosophy *of-life is to*-make-*the* best *of things as--they happen*, taking-*the* good *with-the* bad, accepting *misfortune with* complacency, learning lessons *from disappointment, and* bearing humiliation *with-dignity. The* man *who-can* meet *his* troubles bravely *will* make-*the--most out-of his opportunities. It-is-not all who-can undergo and* survive-*the* scant fare *and* hard-work necessary *to*-success. *It-is* hard *to*-fight *one's way up and* make *a* fortune *out-of nothing by-way*-(of) *a* beginning; *but-that--is*-the-*way the* biggest fortunes *have-been* made. *It-is-the* discipline *and* hard experience *that* successful men *have-had to undergo which gives-them the* discrimination *and* tact necessary *to* decide *when to*-grasp *a great opportunity; the* faculty *of knowing how to-do-the* right *thing at-the* right time.

APPENDIX.

ADVANCED SPEED PRACTICE.

1. The student who desires to utilize his knowledge of Shorthand chiefly in the writing of business letters or commercial matter of various kinds has been amply catered for in the preceding pages, and if he has carefully followed the directions and faithfully worked through the exercises provided, he will now, doubtless, find himself fairly well equipped for the ordinary work of Shorthand Amanuensis or Business Correspondent. The following remarks are intended principally for those students who desire to acquire a higher rate of speed in writing than is necessary, as a general rule, for ordinary business purposes.

2. Though it is assumed that the student has by this time acquired the ability to write at a fair rate of speed, it may not be out of place to remind him that he should keep a constant and careful check upon the size and style of the outlines he employs; that he should resist the slightest tendency to "scrawl"; and that he should scrupulously avoid combinations, whether outlines of single words or of phrases, that in any way check the hand or in the least degree affect the legibility of the notes. It does not, of course, follow from this that the same size or style of outlines should or can be recommended to all writers. In this matter a good deal must be left to the individual characteristics of the writer. At the same time, regard must be paid to the experience of the fastest writers during the last seventy years; and this experience goes to prove that the use of abnormally large outlines does not make for speed. Every possible effort, therefore, should be made by the student to reproduce shorthand outlines which do not exceed the size of those given in this book.

3. It is a fact that, as a rule, hesitancy in the writing of shorthand is not merely or so much a matter of slowness of the hand as of a lack of quickness in the mind; that is to say, after a reasonable amount of practice the student is able to write quickly enough any word with the outline of which he is familiar, or the rules governing which he knows thoroughly well. It is when he has to *think* of the outline that he is lost. The conclusions are, of course, obvious: he should first of all have a perfect mastery of the rules of the system, so as to be able to apply them instantly; he should, by regular reading practice, familiarize himself with the shorthand outlines for the majority of common words; and he should supplement this by persistent exercise in writing from dictation. There is a practically unlimited supply of very suitable reading matter in shorthand characters, and it is only necessary here to refer the student to the lists at the end of the present book.

4. It should be remembered, too, that there is quite as much individuality in shorthand writing as in ordinary longhand; from which the student will see how desirable it is that he should be thoroughly familiar with his own style of shorthand notes, and should accustom himself to their peculiarities, in order that he may have no difficulty with the deciphering of his notes, even when they have been written at a high speed.

5. As regards the acquisition of a higher rate of speed, of course the best plan is to practise from actual dictation and on varied matter. Where, however, it is not possible to obtain dictation practice, very considerable progress can be made by practising writing between the lines of a widely spaced book. Increased speed, it will be found, comes almost insensibly as the writer enlarges his knowledge of outlines and becomes perfectly familiar with the commonly recurring words and phrases to be met with in general literature. It is quite possible for a

writer to cultivate a speed of 150 words a minute, using the method just referred to. Any word which occasions difficulty to the writer should be looked up, the correct outline found, and the word written out a number of times until perfect facility in writing it is secured.

6. The student should not be discouraged if at the beginning he finds himself unable to take a verbatim note of a speaker. The ability to do this depends not merely upon fast shorthand writing, but upon the power to concentrate attention upon the subject matter of the discourse as it is delivered, and to overcome the nervousness with which most young writers are troubled at the outset of their reporting practice. The note-taker must necessarily be some words behind the speaker, and until he becomes accustomed to this he is apt to become flurried when the speaker increases the pace, and so to make notes which are in parts almost illegible. This trouble, however, will disappear after a time, and the writer will soon acquire the calmness, self-possession, and confidence necessary to the successful note-taker.

7. It can scarcely be necessary in these days to impress upon the shorthand writer the importance of using a pen for note-taking. Whether from the point of view of ease of writing or of legibility, the pen is undoubtedly and immeasurably superior to the pencil. Most professional reporters use fountain pens; but for ordinary office purposes a medium pointed steel pen and the usual quality of ink will be found to answer very well.

8. As regards the paper used for note-taking, this should not be too highly-glazed. A fine, smooth surface, over which the pen glides easily, is the best. The "Fono" Series Elastic Bound Note-Books that open flat on the desk are in very general use, and can be recommended. The following advice as to turning over the leaves of the note-book has been proved to be excellent in every way:—"While writing on the upper half of the leaf,

introduce the second finger of the left hand between it and the next leaf, keeping the leaf which is being written on steady by the first finger and thumb. While writing on the lower half of the page shift the leaf by degrees till it is about half-way up the book, and at a convenient moment lift up the first finger and thumb, and the leaf will turn over almost of itself. This is the best plan when writing on a desk or table. When writing on the knee, the first finger should be introduced instead of the second, and the leaf be shifted up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself." Some shorthand writers prefer to take hold of the bottom left-hand corner of the leaf with the finger and thumb, slightly crease the paper, and on reaching the bottom line lift the page and turn it over. In any case, only one side of the note-book should be used until the end of the book is reached, when it should be turned over and the remaining blank pages used as described.

9. It is sometimes necessary for the shorthand writer to indicate a mishearing, a reference or quotation, etc., in order that he may be guided when making his transcription. The various marks employed in this connection are here described:—

MISHEARINGS, ETC.—When a word has not been heard distinctly, and the shorthand writer is uncertain whether he has written the right one or not, a circle should be drawn round the character, or a cross (×) placed under it. When the note-taker has failed to hear a word, the omission should be indicated by a caret (·····^·····) placed *under* the line. Should a portion of a sentence be so lost, the same sign should be employed, and a space left blank corresponding to the amount omitted. Or the longhand letters *n h* (*not heard*) may be written.

ERRORS.—In cases where a reporter has failed to secure a correct note of a sentence, this may be indicated by an inclined oval, thus ⌀ (*nought* or *nothing*). When it is noticed that the speaker has fallen into an error, the mark ✕ should be made on the left-hand margin of the note-book.

REFERENCE MARKS.—When verbatim notes of a speech are taken, but only a condensed report is required, a perpendicular stroke should be made in the left-hand margin of the note-book to indicate an important sentence or passage which it is desirable to incorporate in the summary. The end of a speech or the completion of a portion of a discourse may be indicated by two strokes, thus // When the reporter suspends note-taking, but the speaker proceeds, the longhand letters *c s* (*continued speaking*) may be written.

QUOTATIONS, ETC.—Quotations from well-known sources, such as the Bible or Shakspere, familiar to the reporter, need not be written fully if time presses. It will suffice to write the commencing and concluding words with quotation marks and a long dash between, thus, "*The quality of mercy* ——— *seasons justice.*" A long dash may be used to denote the repetition of certain words by a speaker instead of writing them each time, as in the familiar passage, "*Whatsoever things are true,* ——— *honest,* ——— *just,*" etc.

EXAMINATION OF WITNESSES. — In reporting the examination of witnesses in questions and answers, the name of each witness should be written in longhand. The name of the examiner may be written in shorthand before the first question. If the judge, or other person, intervenes with questions during the examination, his name must be written before the first question; it need not be repeated, but care must be taken to write

the name of the original examiner when he resumes his questions. Various methods may be employed for dividing questions from answers, and the answer from the succeeding question, but, whatever plan is employed, it should be one which is absolutely distinctive. When a document is put in, write *document* between large parentheses, thus When a document is put in and read, write

APPLAUSE, DISSENT, ETC. — The following words, descriptive of the approbation or dissent of an audience, should be enclosed by the reporter within large parentheses:— *hear,* *hear, hear,* *no,* *no, no,* *sensation,* *applause,* *chair,* *cheers,* *laughter,* *uproar,* *hisses.* The adjective, or adjectives, descriptive of the kind of applause must be written after the first word. For example, what would be described as *loud and continued applause* would be written in reporting, for the note-taker would not know that the applause was continued till it had lasted for some time.

10. In sermon reporting the Book or Epistle, the Chapter, and the Verse in quotations from the Bible may be indicated as follows:—Place the figure for the Book or Epistle in the first position; for the Chapter in the second position; and for the Verse in the third position, thus, By this method, the book, chapter, and verse may be written in any order by means of figures only, without danger of ambiguity.

LAW PHRASES.

The following lists of commonly recurring law phrases will be found useful to writers who have to deal with legal matter.

Actual damage

affidavit and order

articles of agreement

as to the matters

as to these matters

as to those matters

Bankruptcy Court

before him

before me

being duly sworn

beneficial estate

beneficial interest

bill of sale

breach of promise of marriage

by this action

by this court

called for the defendant

called for the plaintiff

called in is own behalf

Central Criminal Court

circumstantial evidence

Circuit Court

City Court

common jury

common law

County Clerk

County Court

County Treasurer

counsel for the defense

counsel for the defendant

counsel for the plaintiff

counsel for the prisoner

counsel for the prosecution

Court of Appeals

Court of Bankruptcy

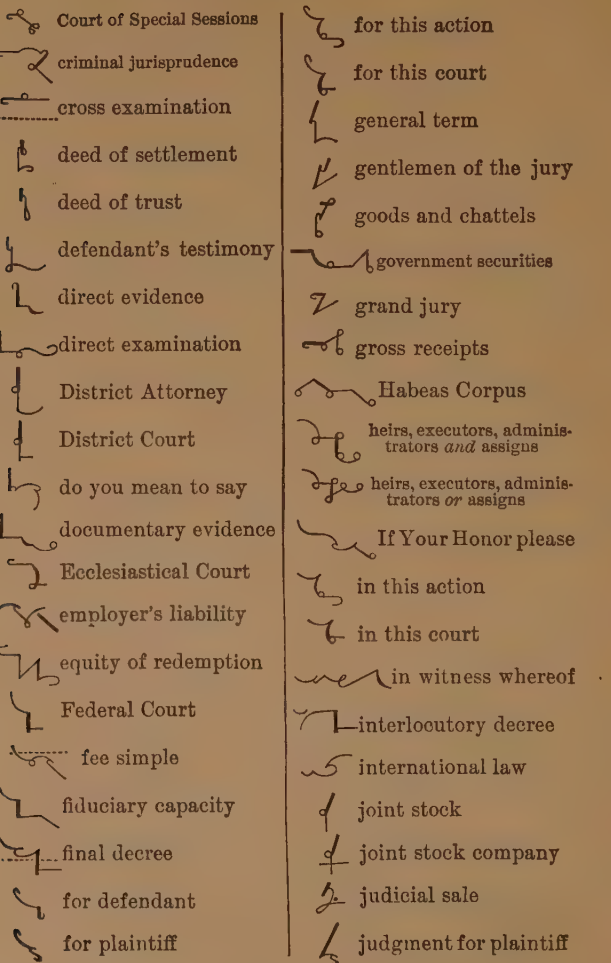
Court of Claims

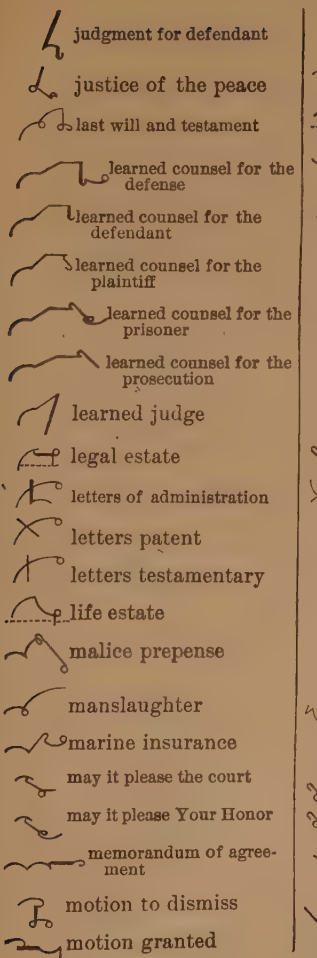
Court of Equity

Court of General Sessions

Court of Justice

Court of Record


Court of Special Sessions
criminal jurisprudence
cross examination
deed of settlement
deed of trust
defendant's testimony
direct evidence
direct examination
District Attorney
District Court
do you mean to say
documentary evidence
Ecclesiastical Court
employer's liability
equity of redemption
Federal Court
fee simple
fiduciary capacity
final decree
for defendant
for plaintiff
for this action
for this court
general term
gentlemen of the jury
goods and chattels
government securities
grand jury
gross receipts
Habeas Corpus
heirs, executors, administrators and assigns
heirs, executors, administrators or assigns
If Your Honor please
in this action
in this court
in witness whereof
interlocutory decree
international law
joint stock
joint stock company
judicial sale
judgment for plaintiff


judgment for defendant
justice of the peace
last will and testament
learned counsel for the defense
learned counsel for the defendant
learned counsel for the plaintiff
learned counsel for the prisoner
learned counsel for the prosecution
learned judge
legal estate
letters of administration
letters patent
letters testamentary
life estate
malice prepense
manslaughter
marine insurance
may it please the court
may it please Your Honor
memorandum of agreement
motion to dismiss
motion granted
motion denied
Municipal Court
my learned friend
next of kin
no; sir
notary public
objection sustained
objected to by plaintiff
objected to by defendant
offered in evidence
official receiver
of this action
of this agreement
of this court
on the other side of the case
on the following grounds
originating summons
particulars of our claim
particulars of your claim
Patent office
peculiar circumstances of the case

penal offense

personal estate

petit jury

plaintiff's case

plaintiff's counsel

plaintiff's testimony

plaintiff's witnesses

Police Court

power of attorney

preliminary injunction

prisoner at the bar

quit claim

real estate

rebutting testimony

re-cross examination

reversionary interest

right of way

special jury

special license

state whether or not

summary proceedings

Superior Court

Supreme Court

Surrogate Court

sworn and examined

tax deed

that this action

that this court

testimony of the defendant

testimony of the plaintiff

trust funds

under the circumstances of the case

verdict for the defendant

verdict for the plaintiff

verdict for the jury

voluntary conveyance

Ward of the Court

warrant of attorney

what is your business

where do you reside

where is your place of business

will and testament

without prejudice

wrongful possession

yes, sir

your Honor

LEGAL CORRESPONDENCE

(1.)

Mr. Edward Richmond,
St. Louis, Mo.

Dear-Sir:

In-reply-*to-your*-letter *of* Dec. 22, requesting *information in*-regard-*to-the* status *of-the* case *of* Clara Kyle vs. Joseph Kyle, *I*-beg-*to*-inform-*you that*, pending-*the* trial *for* separation, *an* order *of* arrest *has-been* issued, *and-the defendant* placed *in* custody under $500 bail. Application *for a* writ *of* habeas-corpus *has-been*-made *to* Justice Scott.

Respectfully,

[73

(2.)

Mr. Matthew Jennings,
Albany, *N. Y.*

Dear-Sir:

Some-time-*ago I* addressed *a* letter *to-your*-place *of* business regarding *a* bill *of* $640, *which-is* due *the* Elite Printing Company. *My* collector *informs me that your* office *at* 240 Main Street *has-been* closed *for over a* month. *In*-order-*that-you shall-not-be-able-to*-claim *that-you did--not* receive due *and* seasonable notice, *I-have* instructed *that-this be* served *on-you* personally. *I-shall* wait three--days before taking legal-proceedings *to* enforce payment.

Yours-truly,

[93

(3.)

Mr. Geo. H. Day,
40 Wall Street,
New York City.

Dear-Sir:

An account against *you for* personal services rendered, amounting *to* $450 *has-been* placed *in-my hands for* collection *by Mr.* James Fraser. Unless payment

of-this-account *is* made *by* Thursday, January 8, *I-shall*--sue. *As-the* result *of*-such *a* suit *would-be an* award *of* costs against *you* besides-*the* amount *of-the* bill, *I*-trust *you-will-see-the* advisability *of* settling before-*the* date mentioned.

Respectfully,

[84

(4.)

Mr. Clarence F. Walker,
Pittsburg, Pa.

Dear-Sir:

Have-just-received *your certificate of* incorporation *from-the* Secretary-*of*-State. *I* hasten *to* transmit *it to*--*you*, regretting *that*, *owing to-the* fact *that-the* objects *of*--*your* association conflict *somewhat with-the* insurance law, *and* also *because-the* justices *of-the* Supreme-Court *are very* busy *at*-present, *I-was*-unable *to* obtain *it* sooner. *As-it-is*, papers *had to-be* re-drafted three-times, once *owing to-the care*less signatures *of-the* incorporators, *and* twice *on*-account *of-the* reasons stated *above*.

You-will receive *a certificate of* incorporation *in* (a) -few-days.

Very-truly-yours,

(5.) [108

Mr. Robert Jones,
Minneapolis, Minn.

Dear-Sir:

We-beg-*to*-inform-*you that-we-are* owners *of United*--*States* letters patent *No.* 645,432, dated Dec. 6, 1906, *and* granted *upon-the* invention *of* Arthur Wells *for Improvement in* Bicycle Pedals. Prior *to-the* purchase *of-this* patent, *we-had-the* question *of-its* validity passed *upon*, *and-on-the* favorable report made *to-us we* purchased *the* patent. *Other* attorneys besides *those-who* acted *for-us have* examined *the* patent *and-we-are-in-*

-possession *of-their* favorable reports *or of* copies *of--them.* Since-*we* acquired-*the* title *of-the* patent, *we--have*-taken steps *to*-protect *our* exclusive right *as-to--the* invention, *and are-now* prosecuting suits against infringers.

As you doubtless *know, or will-be* advised *by your* counsel, *everyone who manufactures,* uses *or* sells bicycle pedals embodying-*the* invention *of-the* Wells patent *is an* infringer *and-is* accountable *to-us for-his* profits *as--*well-*as for our* damages *by*-reason *of*-loss *of-trade.*

Recently *it-has-been* brought *to-our* attention *that-you--are* dealing *in* bicycle pedals *which* infringe *upon this* patent. *We* desire *to-give-you this* formal notice *of-our* rights *in-the*-premises, *and to* caution *you to* cease *at--*once *from* further infringement *upon-the* Wells patent. *Your* failure *to* cease *from* infringement *will of*-course make-*you* liable *to-us for* future damages *and*-profits, *as--*well-*as for-those-which-have already* accrued *from-your* infringement.

Yours-very-truly,

[254

(6.)

Mr. J. L. Gibbons,
Milwaukee, Wis.

Dear-Sir:

Mr. Clarke *informed me that-the* jury rendered judgment *in-our* case *on*-Thursday last. Now, *if-the-amount of-the* judgment *is-not* paid, *you-will* kindly *send me a* transcript *of-the* judgment, *and-I-can* collect *the* same here.

Permit *me to*-congratulate *you upon-the* good work *which* led *to-the* successful termination *of-this*-case.

Awaiting *your*-reply *and-thank*ing *you for* past favors, *I*-remain,

Very-truly-yours,

[82

(7.)

Mr. Henry Morris,
Pittsburg, Pa.
Dear-Sir:

Received *this*-day *a* notice *of* appearance *in-your* -case against *Mr.* Bell. *He*-appears *on* behalf *of* Messrs. Candler *&* Jay, *of* 48 Broadway, *who-are*-considered *first*-rate specialists *in* defending slander *and* libel suits. *The* appearance *in-the* Milton suit *is* due *not*-later-than Monday *next, and-I-will-be-able-to-tell-you by-that*-time *who-his* attorneys *will-be in-the* suit. *As-the*-cases now stand *I-will-have to*-employ further-labor *and* time *in-this*- -matter, *and-in*-view *of-this and-the* fact *that-you-are-in a* steady position now, *I*-request *that-you*-make some payment towards-*the balance of-my* fee, amounting *to* $40, some-time *next*-week. *Yours-truly*, [131

(8.)

Mr. Ralph Nelson,
Philadelphia, Pa.
Dear-Sir:

I-am-in-receipt-*of-your*-letter dated Dec. 10. *The* partnership suit *is* proceeding *very*-slowly *owing to a* dispute between Wilson *and* Yates.

I-am-sorry *to* note *what you* say about *your* marriage. *If* retained, *I-will* protect *your* interests *the* best *I-can in-the*-matter. *From-the* facts stated, *I-believe-that-you -could* sue *for* annulment *of-the* marriage *on-the* theory *of*-fraud.

If-your wife *should* sue, *the* court *is* likely *to* allow alimony *and* counsel fee. *Yours-truly*, [94

(9.)

Secretary-*of*-State,
Capitol, Albany, *N. Y.*
Dear-Sir:

Enclosed-please-find original *and* copy *of-certificate of* incorporation *of-the* American Automobile-Company.

I-have by-this mail *sent-the* State Treasurer *the* sum *of* $50, *being-the* statutory tax *on-the* capital stock *of* $60,000. Kindly file *the* original *and* please *to*-return-*the* copy *to-me with your usual* endorsements *as-to-the* full requirements *of-the* law, *so-that I-may* file *the* same *in-the* County--Clerk's Office. *I also* enclose *my* check for $25 *for* filing and recording certified copy.

Yours-very-truly, [98

(10.)

Lawrence Coal-Company,
Coal *Yards*, North River,
New York.

Gentlemen:

Mr. Martin Reeves *has* placed *his* claim *for an* injury *to his* carriage caused *by-your* truck *No.* 84 *on-the* 25th day *of* May, 1913, *at* Chatham Square, *New-York* City, *in-my hands for professional* attention.

I personally rode *in-the* carriage *with Mr.* Reeves *when--the* damage *was-done, and-there-is-no*-question *that your* driver *was in* fault *and-that-you-are* liable.

A prompt settlement *will* save *you* time, trouble, *and--the* expense *of a* law-suit. Please-let-*me* hear *from-you at*-once.

Yours-truly, [102

(11.)

Mr. Fred W. Lawrence,
49 Broadway, Brooklyn, *N. Y.*

Dear-Sir:

The examination *of-the* directors *of-the* Long Island *Electric*-Company *is* set *for* to-morrow, Wednesday, May 6, 1914, *at-the* office *of* Charles A. Townsend, *in* Long Island City.

I-expect that-it-will-be-necessary *for-me to*-refer *to-the* books *of-the* corporation, *and-have-sent to Mr.* B. Bartram's office *for-them. I-am-informed by Mr.* Dodd *that-the*

books *are at-your* office, *and-therefore* request *you to* kindly let *the* bearer *have-them to*-produce *on behalf of Mr.* B. Bartram *at-the* examination.

Thanking *you in*-advance, *I*-am,

Yours-respectfully, [111

(12.)

Mr. Arthur D. Pindar,

Holland House, Boston, Mass.

Dear-Sir:

My-client, *Mr.* John Edward Gates, *has* placed *a* draft *for* twenty pounds, *on the* London Joint-Stock--Bank Limited, *and* returned *by-them* N. G., *in-my hands for professional* attention. *When my representative called at-your* office *he-was told that-you-were out-of*-town.

Unless *you call* here *on or* before Thursday *next and* pay *the* same *I-will-have to*-take further steps *in-the*--matter *and see to-it that-you-are* found. *Your* prompt--attention *will* save *you* time, trouble *and* expense. Please-let-*me* hear *from-you at*-once.

Yours-truly, [109

(13.)

Mr. William Sanders,

438 Court Street, Brooklyn, *N. Y.*

Dear-Sir:

A claim *has this*-day *been* placed *in-my hands* against *you* amounting *to-the*-sum *of* fifty *dollars, which*-sum *is* due *my*-client, *Mr.* Robinson, *and*-unless *I* receive check *for-the above* amount, *at-my* office, *above* address, ***on or*** before-*the* 15th instant, *I-shall-be*-compelled *to immediately* institute legal-proceedings against *you for-the* recovery *of* said amount *and* costs.

Trusting *you-will*-take-*the* wiser course *of* paying *this* small amount, thereby avoiding *the* trouble *and* expense *of* unnecessary litigation, *I*-remain,

Yours-truly, [102

(14.)

Messrs. Arnold Hunt & Co.,
Chicago, Ill.

Gentlemen:

Word has reached *me that your* client *or an* agent *of--your* client *in-the above* action *has* approached *the plaintiff with a* view *towards-the* settlement *of-the* same.

I merely *wish to* notify *you that any*-further attempt *to* settle-(the)-matter *in-my* absence *will-be* effectually frustrated *by-me, as* such conduct is, *to say-the* least, uncalled *for*, inasmuch *as I-have-been and shall at-all--*times *be will*ing *to* entertain *any* proposition *of* settlement made *in* good faith. *If-you* desire *to-do-so*, kindly communicate *with me.*

Yours-very-truly,

[106

(15.)

Messrs. B. & J. Rollins,
San-Francisco, Cal.

Gentlemen:

I write *you on behalf of-my*-clients, *The* Progressive Cycle *and* Automobile Supply-Company, *who-were* threatened *with* suit *for* damages *for* injuries sustained *by*-reason *of*-certain bicycle forks *not* braced.

My-clients claim *that said* forks *were* supplied *by-you, and* desire *that I* obtain *from-you in* writing *a* statement *to-the* effect *that-you-will* hold *them* harmless *from any* kind *and-all* damages *which they-may-be called-upon to* pay *by*-reason *of-the defective* bicycle forks heretofore supplied *by-you.*

Immediately upon receipt *of-said* agreement *they-will send you* check *in* full settlement *of-their*-account. Please--let-*me* hear *from-you.*

Yours-very-truly,

[123

(16.)

Mr. L. S. Wilson,
Oakland, Cal.

Dear-Sir:

I-am-in-receipt-*of-your*-favor *of* June 7 *in*-regard--*to-the*-case *of* Mannings vs. Williams being set *down for* trial *for* June 23 instead-*of* June 25, 1914. *I-would-be*-greatly obliged-*to-you if-it could-be sent down for* trial *for any other*-day than June 25th, *because on-that-day it-is-impossible for-me to-be in* Court, *owing to-the* fact *that I-have two other* matters *which-are* set *down for-the*-same day *in* Special-Term *of-the* Supreme-Court, King's County.

I therefore enclose *you* herewith *a* stipulation setting *the* case *over to any other*-day *in* June *after-the* 25th. *You--may* fill *in-the* date *and* return *one* copy *of-the* stipulation.

Thanking *you in*-advance, *I*-am,

Yours-truly, [143

(17.)

Mr. B. C. Price,
Ridgway, Pa.

Dear-Sir:

Referring *to-the within* claim *from Mr.* Johnson relative *to* damage *to* chest, *it-would* appear *that* baggage master George Simpson *has no* record *of-this* chest *as* being *in* bad order *when delivered at-your* station. Please interview *him on-this-subject and* also ask *him if-he-can* make affidavit *that no* articles *were* lost *out-of it while in-his--*charge. *I*-presume *it-would-be* well *for-you to see-the* party *and-have-the* chest repaired, *but if no* articles *were* lost *at-your* station, *and* Simpson says none *were* lost *while in-his*-charge, *we would be* averse *to* entertaining *any* claim *for* missing articles, *the* loss *of-which may-have* occurred *after-the* chest left *our hands*.

Yours-very-truly, [135

(18.)

Mr. Joseph H. Curtis,
Newark, N. J.

Dear-Sir:

Mr. Frank Wells *has this*-day *called on-me informing me of-the* fact *that-you would* like *to* consult *me in*-regard--*to-the*-case *of* Wells against Walsh, *and-I-am-very-much interested in-the* result *of-this*-case. *I would-be*-pleased *to-have-you call at-my* office *any* afternoon except Saturday before-*the* 31st *inst.*, *if-this-is*-convenient, *and-we-can* then *go over all-the* facts relative *to-this-case.*

Yours-respectfully, [89

(19.)

Mr. G. F. Mills,
Matawan, N. J.

Dear-Sir:

I return herewith letter received, dated *the* 18th *inst.*, *from Mr.* Smith addressed *to-you, which-was sent me with yours of*-May 19, *and-after* taking *the* matter *up with our* General-Manager *I-have* written *a* letter *as* per copy attached, giving *the* approval *of-this* company *to-the* proposition *as* desired. *You-will* note-*that-it-will-be*-necessary *for-the*-persons desiring *this* privilege *to*-sign *one-of-our regular* agreements, *and-I would-be*-glad *if-you would* arrange *to-have-this* agreement properly prepared *in-the usual way and-after* same *has-been* signed *have-it* forwarded *to-the* Real-Estate-Department *for* execution *and* record.

Very-truly-yours, [124

(20.)

Mr. B. J. Wright,
741 Broadway, Portland, Oregon.

Dear-Sir:

I wrote *you on* July 2 last advising *you that-the* decree *in-the* Ward Estate matter *has-been* signed *by* Surrogate Fitzgerald, *and* requesting *you to*-send *me* motion papers

ordering *the* City Chamberlain *to*-turn *over-the balance in-his-hands to-you or-the Administratrix and-that I would give-the*-matter *immediate*-attention, *but have*-received *no* reply. Please send *on-the* papers *and let-us* get *this*-matter fixed *up, as you* seem *to-have-been very* anxious *to-have--the*-matter disposed *of when* here.

Yours-truly, [103

(21.)

Mr. Frank L. Mayhew,
Kingston, *N. Y.*

Dear-Sir:

My-clients, *The* Manhattan Fixture-Company, *have--*placed *a* claim secured *by* chattel *mortgage, in-my hands for*-attention, *for-your* failure *to* pay *this* month's instalment *when* due. *They* claim *that-they-have* reduced *the* instalment from $45 to $35 *on-your* express promise *that--you would* meet *the* payments promptly.

Unless *I*-receive settlement *of-this* month's payment *on or* before Friday, September 13, 1914, *I-will*-place-*the mortgage in the hands of a* City Marshal *for* foreclosure. *Your* prompt-attention *will* save *you* considerable time, trouble *and* expense.

Yours-truly, [103

(22.)

Messrs. Walker *&* Morris,
Pittsburg, Pa.

Gentlemen:

Enclosed-please-find *two* claims *of-my*-client, G. R. Henry, *one* amounting *to* $36.95 *and-the-other to* $45.55, *for* collection. *I* also enclose *a* letter *sent to-me by-the* latter, L. Crane, claiming *an* allowance *for* damaged goods. *The* goods were shipped *to-him on* August 22, *and as-he* claimed some damages *an* allowance of $4 *was* credited *to-him*. *At-that*-time *this-was satisfactory to-him, but*

now *that my*-client insists *on* payment, *he* claims *a* further concession, *for*-the-purpose-of delay.

Please *give these*-matters *your*-attention, *and-after* collecting remit *to-me the* proceeds. *Yours-truly*, [113

(23.)

The B. H. Hall Company,
Trenton, N. J.

Gentlemen:

Your-favor *of*-March 15 received. *In*-answer *will*--say *that* being careful *in* drawing papers, *I-do-not-think I* omitted *the* fire insurance clause *in mortgage* executed *by-the* Metropolitan Sign-Company *to-you*. *At-any*-rate *an inspection of-the mortgage sent to-you with my*-letter *of*-May 21 *will* disclose matters.

In-reference-*to-the* chances *of* collecting *on-the two* notes *in-my hands*, *I*-beg *to*-refer *to-my*-letter *of-the* 14th *in-which I*-said *that Mr.* Meyer *called* here *and*--claimed *that-the* company *is* unable *to-meet* its obligations.

Mr. Martin promised *to-call* here *in a* day *or* two *and*--*I-will* talk-*the*-matter *over with him.*

Yours-respectfully, [131

(24.)

Mr. Martin Decker,
Brooklyn, *N. Y.*

Dear-Sir:

Your postal *of-the* 8th *inst.* received *and* contents noted. *In*-reply *I would*-say *that-the*-motion *in-your*--case *was-not* argued *on*-Monday *for-the* reasons *which I* stated *to-you when you*-were *at-my* office *on*-Saturday last. *It-was* set *down for* argument *for* Monday, August 20, *when-it-will* positively *be* disposed *of*.

I spoke *to-the* lawyer *in*-regard-*to a* settlement, *but-we* arrived *at no* definite conclusion. *There-will* positively *be no*-further adjournments *in-the-matter*, *and-it-will-be* disposed *of on-the* 20th. *Yours-very-truly*, [107

(25.)

Mr. G. D. Moffat,
Richmond, Va.

Dear-Sir:

My-client, *Mr.* James E. Sheldon, consulted *with me in* reference-*to* some sheds erected *in yard and above building, No.* 47 East 10th Street, *and-informs me that--it-is your* intention *to* tear *the* same *down upon your* removal. *I-have* advised *Mr.* Sheldon *that as-these* sheds *have-not-been* attached *to-the* realty, *they-have be*come part *of*-such, *and are his* absolute property, *and cannot-be* removed *by the* tenants except *at-their-own* peril. *You--will-therefore take*-notice *that my*-client intends *to* sue *should you* detach *the* same *from-the* realty.

By giving *this*-matter *your*-attention, *you-will* save *yourself time, trouble* and expense *of a* law-suit.

Yours-truly, [126

(26.)

Mr. S. J. Carpenter,
Deland, Fla.

Dear-Sir:

I-find *in* looking *over-my* papers *this*-day *that-the* first *meeting of-the* creditors *of* Samuel J. Conklin, Bankrupt, *and-the meeting of-the* creditors of Donnalson *&* Company, Bankrupts, *cannot-be* held to-morrow *as* originally agreed *upon, but I-have* prepared *for-the first meeting in-the*-matter *of* John Lowell, Bankrupt, *and-the meeting of-the* creditors *of* Lewis J. Monroe, Bankrupt, *which--will-be* held *at-my* offices *to*-morrow *at* 2 o'clock *in-the* afternoon.

I-have-not as yet advertised *in-the* Samuel J. Conklin *and-the* Donnalson *&* Company bankruptcies, *and-it-will--be-impossible for-me to-have-the meetings in-those*-matters before-*the* 20th *or* 23rd *of next*-month, *which-is-the very--*best *I-can-do under-the-circumstances.*

Yours-very-truly, [141

(27.)

Messrs. Wilcox & Greene,
Alpena, Mich.

Gentlemen:

For-the third-time *we-call-your*-attention *to-the* fact *that-as* attorneys *for-the* Stearns & Eagan Company *we--have a* claim against *you for* $500, *which-must*-now *be* paid, *or in-the* alternative, *we*-demand *that-the* "Little Masterpieces" *be* returned *to-us.*

The books *do-not* become *your* property until fully paid *for, and-as you have thus* far ignored *our* courteous requests *for*-payment, *we*-demand *the-immediate* payment *or* return *of-our* books. *If-you* continue *to* show *no* disposition *to* settle *with-us we-shall-be*-obliged *to*-take legal action *to* obtain *our* rights *in-the*-matter. *We-have this*-day drawn *on-you at*-sight. *If-the*-draft *is-not* honored *at-once we-shall* begin action.

Yours-very-truly, [136

(28.)

The Owl Brewing Company,
New Orleans, La.

Gentlemen:

Your-favor *of-the* 7th *inst. is* received *in*-regard-*to a* certain cash register *and* glass case removed *from No.* 43 East 31st Street *which-you* claim *as your* property. *In*-reply *would*-say *that if-you-can give me* proof *of-the* fact *that-the* cash register *and-the* glass case *which-were* removed *from* said premises belong *to-you or that-you--are*-entitled *to-the* possession *of*-same, *I would-be*-pleased *to see that-they are* returned *to-you. If*-convenient *you--may-have one-of-your representatives call at-my* office *any* afternoon except Saturday *with* proofs *of* ownership, etc., *and-this*-matter *will-be* properly disposed *of without any*-further delay.

Hoping same *is* satisfactory, *I*-am,

Yours-very-truly, [134

(29.)

Messrs. Campbell & Reay,
Detroit, Mich.

Gentlemen:

A few-days since *we* wrote *you that as* attorneys *for--the* Bennett & Smith-Company *we* hold *a* claim against *you for* $7.50, *and-as-this-is* such *a* small matter *we-must* insist *upon-your* payment *without* further delay. *As you well-know, you have-no* title *to-the* books until *you have* paid *all of-the* instalments, *and-therefore we-must-have* either-*the* books *or-the* money.

We-trust *that-you-will-see-the* advisability *of* settling *without-the* expense attached *to-our usual* process *for-the* recovery *of-such*-accounts. *Our instructions are to* push *this*-matter. *Yours-very-truly,* [112

(30.)

Messrs. William Meeker & Co.,
Roseville, N. J.

Gentlemen:

Enclosed-please find *our* standard advertising rule, *which-is* guaranteed *to-be* absolutely correct, *and which--we*-trust *may-be of*-some use *to-you in-your* business.

Thinking you, like many *other* publishers, *may-have on-your* books *a number of* subscribers *and* advertisers *who-have* made *no* response *to-your*-request *for* settlement, *we*-beg-*to-call-your*-attention *to*-some points *of-our* business. *Our* eight *years'* experience *in-this* business, confining ourselves strictly *to* publishers' accounts, *together with-the* fact *that-we-are*-now collecting 90% *of--*-lists handled *by us*—collecting *during-the year* 1906 *over* $1,000,000 *for* publishers—*is* some evidence *of-the* fact *that-we-can, and do,* get-*the* money. *Our* terms *are* commission only *on-the* amounts collected. *Should you* desire further *information or particulars* regarding *our* methods, *on* receipt *of-the* enclosed postal card *our representative will-call on-you.*

Awaiting *your*-favors, *we*-are, *Respectfully-yours,* [166

(31.)

Mr. William H. Clarke,
Memphis, Tenn.

Dear-Sir:

I-called at-the Jefferson Market Police-Court *yesterday* afternoon *very-shortly after-you* left, *and-I-was informed by-the* Magistrate then presiding *there that-he* gave *you* time until Tuesday morning *to* pay *up, and* failing *this that-he-would* issue warrant.

Now *I-wish to* say *that I-expect-you at-my* office *not*-later-than 10:30 o'clock Tuesday-morning, *the* 3d day *of* August, *and-if-you do-not call at-that*-time, *I-shall-be*-obliged *to-take* further steps *as* indicated *by-the justice of* Jefferson Market Police-Court. *If-it-had-not-been for-the* fact *of Mr.* John's leniency *towards you, he-would-have* pressed *the* charges *as-he-was told to-do by-the* judge, *but he-is too-much of a gentleman to*-take such action *if-the* accused *is* willing *to*-make *an* amicable-arrangement. *I would therefore* say *that-it-is for-your-own good not to*-cause *any*-further trouble *in-the*-matter, *and-to-call at-my* office *at-the* time named. *I*-remain,

Yours-truly, [185

(32.)

Mr. N. M. Lowe,
Macon, Ga.

Dear-Sir:

I-have looked *up-the* pleadings *in-the above* case, *and*-find *that* Judge Blanchard vacated *the* injunction *on-the original* papers. *It-may-be* possible *to*-move *for*-another injunction *on* new affidavits, *and-I-will* let *you know as*-soon-*as I* look *up* decisions *in* similar cases.

From an inspection of-the affidavits submitted pro *and* con, *I*-am satisfied *that if any* damages *can-be* recovered *from Mr.* Robinson *at-all by*-reason *of-the* injunction, *they-will-be of a* limited *nature.*

Yours-respectfully, [96

(33.)

Mr. William Love,
Philadelphia, Pa.

Dear-Sir:

Referring-*to-your*-favor *of a*-few-days-*ago in*-regard-*-to-the* leasing *of* land *which-we* bought *from* Messrs. Green & Co. *several years-ago, we would*-say *that-we-will* rent *this* property *to-you on-the* conditions printed *in-our regular* agreement, copy *of-which-is* attached *for-your information. As, however, you* desire some slight change *in-this* agreement, *we-are* willing *to* comply *with your suggestions and to*-make same *by an exchange of*-letters *to-be* attached *to-the* agreement, *but* only *on-the* following condition, namely, *that on* ten days' notice *this special* agreement *may-be* terminated *and-that-the regular* agreement *shall* then *be in* full effect. *We-shall of*-course *try to* accommodate *you as*-far-*as we-can in-this*-matter, *and-will if*-possible *give you* ample notice *of-the* termination *of-this* lease, *but it-must-be understood that if-we*-find *it* necessary *to*-take-*the* property *for our*-own use, *that* ten days' notice *is all that-will-be* demanded *by-you. The* rental *of-the* land *is* already fixed *upon and-is* shown *in-our regular* agreement attached. *If-these* details *are satisfactory to-you will-you* kindly *acknowledge* receipt *of-this*-letter *which together with your*-reply *will* then *be-*-made *a* part *of-the original* contract.

Yours-very-truly, [234

(34.)

Mr. G. F. Hayward,
Orange St., Riverdale, N. J.

Dear-Sir:

In-reply-*to-yours of* Nov. 2, receipt *of-which has* previously *been acknowledged, and-in-which-you* ask *my* views, etc., *I*-beg leave *to* say *that-the* fact *that no two representatives of*-either *of-the* parties *to-the* contract

in-regard-*to-the*-leasing *of*-land *have ever been able-to* -agree makes-*it a subject for* constant *controversy*. Taking- -*the* question *as a* whole, *however, I-think-it-can* safely *be* assumed *that-it-was* intended *to* insure *our* company against *the establishment of* excessive charges *on* business *over-that* part *of-the* line used *as a* connecting branch, *but I-think-it-should* preserve *to-it all-the*-privileges *it- -has ever had through-the* ownership *of-the* entire line *for*-its business just *the* same *as-if-the* agreement *for the* joint use *had-not-been* made. *The* clause referred *to* covers *all* points *in-the* local territory *together with-the* roads named, *and it-would* appear *to-be sufficiently* clear, *I-think, that- -these* rates *should-be* revised *from*-time-*to*-time *as* changes *are* contemplated. *I-can, therefore,* reach *no other* conclusion than *that-the* position taken *in-the*-matter *is-the* correct *one. I*-am,

Yours-very-truly,

[218

(35.)

Mr. W. T. Haring,
Newark, N. J.

Dear-Sir:

I should-be-pleased *to-call-upon you and* explain *how I-have* successfully *established* law departments *in-the- -places of* business *of-my*-clients, whereby *all-their* legal matters, local *and out-of* town collections, receive better attention *at a* smaller cost than *by* giving *them to a* lawyer *or a* collection agency.

Your legal matters, *by-my* system, *are under your* personal control, *and* managed *by-my* devoting *several hours or more a* week *at-your* place *of* business. *I-will* furnish *the very*-best references *if* desired, *and-will* agree *to-make* no charge unless *I-can* save *you* some-money. *I*-am,

Yours-respectfully, [117

(36.)

Mr. D. A. Reed,
Cincinnati, Ohio.

Dear-Sir:

I-have recently resigned *from-the* U. S. Copyright Office *after an* experience *there of*-several *years*.

As you called on-me, whilst *there, and* consulted *me in*-regard-*to* copyright business, *I*-take-*this opportunity to* advise *you that I-am*-prepared *to*-render services *in--all*-matters pertaining *to*-copyright registrations, also *as to* legal questions, involving *the* validity *and* infringement *of*-copyrights.

Yours-very-truly, [76

(37.)

Mr. John Peters,
New Orleans, La.

Dear-Sir:

Your name appears *as one of-the* creditors *of-the* Southern Bookstore-Company. *The* Receivers *are about to* file *their first* account *and* make *immediate* distribution. Please, *therefore, send* properly proven account *to-the* Receivers, 210 Main Street, *by*-return mail. *The* proof *of*-claim *should-be in-the* form *usual in* bankruptcy cases.

This-notice *is sent to all* known creditors, *whether represented by* attorneys *or* otherwise. *If-you-are represented by* counsel, please-forward *this*-notice *to-him immediately, so-that-he-may* prepare *the* proofs.

From present-*information, the* Receivers hope *to* pay a *first* dividend *of* 80%.

Yours-very-truly, [111

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